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SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE

AGENDAS AND MINUTES

1990 – 2002

The Minutes of meetings prior to 1995,
and the Minutes of some later meetings, are missing.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF FINANCE COMMITTEE MEETING

Date: Wednesday, April 18, 1990

Time: 5:00 p.m.

Place: Main Conference Room
Youth Guidance Center
375 Woodside Avenue

AGENDA

Review of Juvenile Probation Department Budget

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113 SFPL 08/29/03 42

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF FINANCE COMMITTEE MEETING

AUGUST 23, 1990 - 5:30 PM
YOUTH GUIDANCE CENTER
375 WOODSIDE AVE. CONFERENCE ROOM
SAN FRANCISCO, CA. 94127

1. JUVENILE PROBATION DEPARTMENT BUDGET- FISCAL YEAR 90-91

2. JUVENILE PROBATION COMMISSION - PROPOSED SUPPLEMENTAL

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF FINANCE COMMITTEE MEETING

Date: Monday August 27th, 1990

Time: 5:30 p.m.

Place: Main Conference Room, Youth Guidance Center
375 Woodside Avenue

AGENDA

1. JUVENILE PROBATION DEPARTMENT BUDGET -FISCAL YEAR 90-91

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CITY AND COUNTY OF SAN FRANCISCO
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375 Woodside Ave.
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NOTICE OF PUBLIC MEETING

FINANCE COMMITTEE

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DATE: Tuesday, October 2 1990
TIME: 5:30 PM
PLACE Main Conference Room, Youth Guidance Center

AGENDA

I. FIVE YEAR PLAN FOR CAPITAL IMPROVEMENTS

II. BUDGET PROCESS FOR 1991-92

III. FRIENDS OF JUVENILE PROBATION COMMISSION

IV. BUDGET FOR JUVENILE PROBATION COMMISSION

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, California

NOTICE OF FINANCE COMMITTEE MEETING

Date: Tuesday October 16, 1990

Time: 5:30 PM

Place: Main Conference Room
Youth Guidance Center
375 Woodside Avenue

AGENDA

I. RESOLUTION APPROVING A CONTRACT BETWEEN THE JUVENILE PROBATION DEPARTMENT AND THE CALIFORNIA YOUTH AUTHORITY AUTHORIZING GRANT FUNDING IN THE AMOUNT OF $497,000.00 UNDER THE COUNTY CORRECTION FACILITY CAPITAL EXPENDITURE BOND ACT FOR CAPITAL INPROVEMENT AND REPAIR PROJECTS AT THE LOG CABIN RANCH SCHOOL.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Ave.
San Francisco, CA

NOTICE OF PUBLIC MEETING

FINANCE COMMITTEE

DATE: Tuesday, November 20, 1990
TIME: 5:30 PM
PLACE Main Conference Room, Youth Guidance Center

AGENDA

I. PROPOSED 1991-91 JUVENILE PROBATION DEPARTMENT BUDGET
PRESENTATION FROM DIVISION HEADS
A. Manager of Finance & Administration
B. Director Probation Services
C. Director Community Programs

II. RESOLUTION AUTHORIZING THE JUVENILE PROBATION DEPARTMENT TO APPLY FOR, ACCEPT AND EXPEND FUNDS IN THE AMOUNT OF APPROXIMATELY $1,275,871.00 FROM THE DEPARTMENT OF THE YOUTH AUTHORITY, STATE OF CALIFORNIA, FOR THE PURPOSE OF PERFORMING DEFERRED MAINTENANCE AND CORRECTING HEALTH AND SAFETY DEFICIENCIES AT JUVENILE HALL PURSUANT TO THE COUNTY CORRECTIONAL FACILITY CAPITAL EXPENDITURE AND YOUTH FACILITY BOND ACT OF 1988.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Ave.
San Francisco, CA

NOTICE OF PUBLIC MEETING

FINANCE COMMITTEE

DATE: TUESDAY, NOVEMBER 27, 1990
TIME: 5:30 PM
PLACE: Main Conference Room, Youth Guidance Center

AGENDA

I. PROPOSED 1991-92 JUVENILE PROBATION DEPARTMENT BUDGET
PRESENTATION FROM DIVISION HEADS
A. Director of Log Cabin Ranch
B. Director of Juvenile Hall

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375 Woodside Ave.
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NOTICE OF PUBLIC MEETING

FINANCE COMMITTEE

DATE: TUESDAY, December 4,, 1990
TIME: 5:30 PM
PLACE: Main Conference Room, Youth Guidance Center

AGENDA

I. PROPOSED 1991-92 JUVENILE PROBATION DEPARTMENT BUDGET
PRESENTATION FROM CHIEF JORDAN - OVERVIEW

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AGENDA

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF FINANCE COMMITTEE MEETING

JANUARY 30, 1991 - 5:30 PM

PLACE: Youth Guidance Center
375 Woodside Ave.
San Francisco, CA

MAIN CONFERENCE ROOM

I. PROPOSED 1991-92 JUVENILE PROBATION DEPARTMENT BUDGET

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City and County of San Francisco
Juvenile Probation Commission

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Michael Yamaguchi, *Vice President*
Gloria R. Davis, *Commissioner*
Stephanie Mischak, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*
Art Tapia, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Patricia Marrone
Executive Secretary

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AGENDA

NOTICE OF FINANCE COMMITTEE MEETING

Wednesday, April 17, 1991 - 5:30 PM

PLACE: Youth Guidance Center
375 Woodside Ave.
San Francisco, CA

MAIN CONFERENCE ROOM

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I. LOG CABIN RANCH WATER EMERGENCY
II. PROPOSED 1991-92 JUVENILE PROBATION DEPARTMENT BUDGET

(415) 753-7870 375 Woodside Avenue San Francisco, CA 94127

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SPECIAL MEETING

NOTICE OF FINANCE COMMITTEE MEETING

JUVENILE PROBATION COMMISSION
Wednesday, October 2, 1991
3:30 PM
Youth Guidance Center
Conference Room
375 Woodside Avenue
San Francisco, CA

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AGENDA

I. Roll Call

II. Supplemental Appropriation of $2.1 Million To Fund Capital Projects

III. Other Business

IV. Adjournment

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JUVENILE PROBATION COMMISSION FINANCE COMMITTEE MEETING NOTICE

5:30 PM
MONDAY, DECEMBER 9, 1991
CONFERENCE ROOM
Youth Guidance Center, 375 Woodside Ave., S.F., 94127

AGENDA

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I. Roll Call.

II. Bond Measure to Build a New Facility.

III. Bond Measure to Make Capital Improvements.

IV. Resolution to Request Supplemental Appropriation of $771,811. for Fire Safety Improvements and Upgrades, a Maintenance Engineer, and the Design and Administration Costs of Acquiring Proposition 86 Funds (to Cover Construction Costs for Life, Health and Safety Improvements at the Youth Guidance Center).
Action: Vote to Recommend.

V. Adjournment.

(415) 753-7870

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1/13/92

City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

JUVENILE PROBATION COMMISSION FINANCE COMMITTEE MEETING NOTICE

5:30 PM
Monday, January 13, 1992
Conference Room
Youth Guidance Center
375 Woodside Ave.
San Francisco, CA 94127

AGENDA

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I. Roll Call

II. Review of Minutes

III Update on Budgetary Process

IV. Committee Budget Direction
Action: Vote on Approval

V. Review of Commission's Minimum Needs

VI. Resolution to Establish Charges for Support of Minors Placed in Juvenile Hall and Log Cabin Ranch
Action: Vote on Approval

VII Public Comment

VIII Roll Call to Introduce New Items

IX. Adjournment

375 Woodside Avenue San Francisco, CA 94127 (415) 753-7870

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JUVENILE PROBATION COMMISSION FINANCE COMMITTEE MEETING NOTICE

5:30 PM
WEDNESDAY, JANUARY 29, 1992
CONFERENCE ROOM
Youth Guidance Center, 375 Woodside Ave., S.F., 94127

AGENDA

I. Roll Call

II. Review of Minutes

III. Review of Budget Narrative

IV. Public Comment

V. Adjournment.

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City and County of San Francisco
Juvenile Probation Commission

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Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

MEETING NOTICE

FINANCE COMMITTEE MEETING

Tuesday, February 11, 1992
11:30 AM
Conference Room
Youth Guidance Center
375 Woodside Avenue
San Francisco, CA

AGENDA

I. Roll Call

II. Review of Minutes

III JPD Budget

Action: Vote on Recommendation

IV. Public Comment

V. Roll Call to Introduce New Items

VI. Adjournment

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City and County of San Francisco
Juvenile Probation Commission

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Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

NOTICE OF FINANCE COMMITTEE MEETING

JUVENILE PROBATION COMMITTEE FINANCE COMMITTEE MEETING
Wednesday, May 6, 1992
5:00 PM
Conference Room
Youth Guidance Center
375 Woodside Avenue
San Francisco, CA

AGENDA

I. Roll Call.

II. Mayor's Response to JPD Budget.

III. Early Retirement.

IV. Budgetary Review Process.

V. Public Comment.

VI. Adjournment.

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JUVENILE PROBATION COMMISSION FINANCE COMMITTEE MEETING

4:00 PM
WEDNESDAY, SEPTEMBER 2, 1992
CONFERENCE ROOM
YOUTH GUIDANCE CENTER
375 Woodside Ave, San Francisco

AGENDA

I. Roll Call.

II. Review of Final Budget.

III. Setting Budget Priorities: the 93/94 Budget Planning Process.

IV. Public Hearings on the Budget.

V. Public Comment.

VI. Roll Call to Introduce New Items.

VII. Adjournment.

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

FINANCE COMMITTEE MEETING AGENDA AMENDMENT

Meeting of Wednesday, September 30, 1992
4:00 - 5:30 PM
Cafeteria
(Note location change.)
Youth Guidance Center
375 Woodside Avenue
San Francisco

AGENDA AMENDMENT

THE FOLLOWING ITEM:

"PROVISION OF OFFICE EQUIPMENT TO THE JUVENILE PROBATION COMMISSION
"

"ACTION: VOTE TO RECOMMEND"

IS ADDED TO THE SEPTEMBER 30TH FINANCE COMMITTEE MEETING AGENDA AS ITEM "IV" REPLACING "PUBLIC COMMENT" WHICH WILL BECOME ITEM "V", THE NUMBERING OF SUBSEQUENT ITEMS ADVANCING BY ONE.

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City and County of San Francisco
Juvenile Probation Commission

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Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

NOTICE OF FINANCE COMMITTEE MEETING

JUVENILE PROBATION COMMISSION FINANCE COMMITTEE MEETING
Wednesday, November 18, 1992
4:00 PM - 5:30 PM
Conference Room
Youth Guidance Center
375 Woodside Avenue
San Francisco, CA

AGENDA

I. Roll Call.

II. Review of Minutes of October 14th.

III. Commission Procedures for Responding to Budget Crises.

IV. 1993 / 1994 Budget Instructions.

V. Variance Report.

VI. Real Estate Supplemental Appropriation of $10,000.
Action: Vote on Recommendation.

VII. Public Comment.

VIII. Roll Call to Introduce New Items.

IX. Adjournment.

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF FINANCE COMMITTEE MEETING

4:00 PM
Wednesday, January 13, 1993
Youth Guidance Center Conference Room
375 Woodside Avenue

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Meeting proceedings available in alternative formats.
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Accessible Muni lines from the Forest Hill Station are the 36, 44, and 52 lines.
Please refrain from wearing perfume or other scented products.

AGENDA

I. Roll Call.

II. Review of minutes of December 9th, 1992.

III. 1993 / 1994 Budget

IV. Public Comment.

V. Roll Call to Introduce New Items.

VI. Adjournment.

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF FINANCE COMMITTEE MEETING

4:30 PM
Wednesday, January 27th, 1993
Youth Guidance Center Cafeteria
375 Woodside Avenue

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Meeting proceedings available in alternative formats.
The closest accessible BART station is Glen Park, to the 44 Muni line.
Accessible Muni lines from the Forest Hill Station are the 36, 44, and 52 lines.
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AGENDA

I. Roll Call.

II. Review of minutes of January 13th, 1993.

III. Final 1993 / 1994 Budget.
Action: Vote on Recommendation.

IV. Public Comment.

V. Roll Call to Introduce New Items.

VI. Adjournment.

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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF FINANCE COMMITTEE MEETING

4:00 P.M. Wednesday, September 22nd, 1993
Conference Room
375 Woodside Avenue

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AGENDA

I. Roll Call.

II. Immediate Measures to Secure Funds to Improve the Security of the Physical Plant of Juvenile Hall.

III. 1994/95 Juvenile Probation Department Budget.

IV. Public Comment.

V. Other Business.

VI. Adjournment.

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Accessible seating for persons with disabilities.
American sign language interpreters available upon request with advance notice.
Meeting proceedings available in alternative formats.
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Accessible Muni lines from the Forest Hill Station are the 36, 44, and 52 lines.
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SAN FRANCISCO JUVENILE PROBATION COMMISSION

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NOTICE OF SPECIAL FINANCE COMMITTEE MEETING

4:00 PM, Wednesday, December 1st, 1993
Juvenile Hall Chapel
375 Woodside Avenue

AGENDA

I. Roll Call.

II. Supplemental, Appropriation Request to Establish a JH Emergency Response Team.

III. Public Comment.

IV. Other Business.

V. Adjournment.

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Accessible parking available behind the YGC Administration Building.
Accessible seating for persons with disabilities.
American sign language interpreters available upon request with advance notice.
Meeting proceedings available in alternative formats.
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SAN FRANCISCO JUVENILE PROBATION COMMISSION

NOTICE OF FINANCE COMMITTEE MEETING

5:00 P.M. Tuesday, December 7th, 1993
Juvenile Hall Cafeteria Library
375 Woodside Avenue

AGENDA

I. Roll Call.

II. JPD Supplemental, Appropriation Requests to Establish Safety & Security Measures at Juvenile Hall.

III. JPD 1994/95 Budget.

IV. Public Comment.

V. Other Business.

VI. Adjournment.

Sound enhancement system provided with advance notice.
Accessible parking available behind the YGC Administration Building.
Accessible seating for persons with disabilities.
American sign language interpreters available upon request with advance notice.
Meeting proceedings available in alternative formats.
The closest accessible BART station is Glen Park, to the 44 Muni line.
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NOTICE OF FINANCE COMMITTEE MEETING

4:00 P.M. Wednesday, January 19th, 1994
Conference Room
Youth Guidance Center
375 Woodside Avenue

AGENDA

I. Roll Call.

II. JPD 1994/95 Budget.

III. Public Comment.

IV. Other Business.

V. Adjournment.

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Accessible parking available behind the YGC Administration Building.
Accessible seating for persons with disabilities.
American sign language interpreters available upon request with advance notice.
Meeting proceedings available in alternative formats.
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SAN FRANCISCO JUVENILE PROBATION COMMISSION

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NOTICE OF FINANCE COMMITTEE MEETING

4:00 P.M, Wednesday, February 9th, 1994
Conference Room
Youth Guidance Center
375 Woodside Avenue

REVISED AGENDA (effective 2-2-94)

I. Roll Call.

II. Supplemental Appropriation Request for Safety & Security Measure.
Action: Vote on Recommendation.

III. Supplemental Appropriation Request for Overtime Expense.
Action: Vote on Recommendation.

IV. JPD 1994/95 Budget.

V. Public Comment.

VI. Other Business.

VII. Adjournment.

Sound enhancement system provided with advance notice.
Accessible parking available behind the YGC Administration Building.
Accessible seating for persons with disabilities.
American sign language interpreters available upon request with advance notice.
Meeting proceedings available in alternative formats.
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City and County of San Francisco
Juvenile Probation Commission

NOTICE OF FINANCE COMMITTEE MEETING
of the San Francisco Juvenile Probation Commission

4:00 PM, Wednesday, Feb. 1, 1995
Youth Guidance Center Cafeteria
375 Woodside Avenue

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AGENDA

I. *Roll Call.*

II. *Discussion Item*
Report from Department re: 1995-96 Juvenile Probation Dept. budget

III. *Action Item*
Motion to approve or reject proposed 1995-96 budget, and recommendation for full Commission's action

IV. *Public comments*

V. *Adjournment.*

Jan. 26, 1995

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF THE FINANCE COMMITTEE MEETING
of the San Francisco Juvenile Probation Commission
Wednesday, Feb. 1, 1995

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I. *The meeting was convened at 4:10 pm by Chairman Pete Rodriguez.* C. Echavarri, C. Salarno were present. C. Chan was excused, and C. DeMartini attended.

II. *Discussion Item*

Report from Department re: 1995-96 Juvenile Probation Dept. budget .
Chief Flowers reported that the only major difference is the inclusion of a new Serious Repeat Offender program, under the Probation Services section. Reviewing the summary sheets, he said that the overall request exceeds expected revenues by close to $500K, a manageable amount. This is a more realistic budget than last year's.

C. Rodriguez asked Ace Tago to review each section with the committee. He began with FTE summary sheet. The Dept had 294 positions last year. This year there's a 10.5 position increase requested (6.5 in probation services). In revenue summary, the Dept is expecting a similar revenue level as this year. The next section of the budget showed a breakdown by divisions within the Dept. All divisions showed an average of 8% over last year's amounts. (a copy of this working document is available at the Probation Commission office, upon request).

A question was raised regarding programmatic design for the Serious Repeat Offender program and the Intensive Home Supervision program, but the Dept was not ready at this time with details. There was further question regarding funding sources for that program. Again, no details. C. Echavarri asked how a level of staffing was arrived at without a program detail. Chief Flowers said there was a plan, but he did not have it in front of him. C. Echavarri asked for a copy of it. She said she was not comfortable with approving it without specifics.

C. Rodriguez said that it didn't seem to be much different from what was proposed in the past. C. Echavarri disagreed.

C. Echavarri asked in regards to the revenue generation of $4.2 million, that this year the city withheld about 80% of that amount raised. Ace Tago said that it might change this year because the city is allowing them to factor in that revenue amount as a part of their overall budget (may mean that the Dept will be allowed to keep more of it than in the past).

C. Echavarri asked where the monies that were budgeted for this year's Camp Challenge and Aftercare programs, and increases for Intensive Home Supervision, was reflected in this budget. Mr. Tago said for the Intensive Home Supervision, it is found in Probation Services. For Aftercare, $120K has been budgeted under Log Cabin. C. Echavarri asked if the reduction is due to the priority given to developing the SHO program. No., there are other areas that the Dept. wants to develop also. Two community programs (Morrisania and DDAP) will be asked to provide more services. C. Echavarri made the point that it seems the Aftercare program, as the Commission approved it, will undergo changes. Yes.

C. Echavarri asked that the Finance Committee be given all relevant information regarding budget processes (a planning calendar) so that the Commission could be on top of the timeline and

schedule for annual budget issues for the Dept and City. She said that in the past the Committee would be apprised of all activities around the budget.

C. Echavarri asked for a clear restatement of what the process should be for the Commission so that there is no confusion in the future, either from the Commission or for the Dept. The Secretary will prepare a procedures sheet to be followed for future budgetary reviews

III. *Action Item*
Motion to approve or reject proposed 1995-96 budget, and recommendation for full Commission's action.

C. Salarno moved to accept the proposed budget as presented and to carry a recommendation to the full Commission to approve it. C. Rodriguez seconded. **The motion passed 2-1, with C. Echavarri voting no.**

IV. *Public comments None*

V. *As there was no other business, the meeting was adjourned at 5:45 pm.*

Peter C. Rodriguez, President
Terry Landini-Brennan, Commissioner
Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

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11/29/95

NOTICE OF FINANCE COMMITTEE MEETING
of the San Francisco Juvenile Probation Commission

10:00am, Wednesday, November 29, 1995
Youth Guidance Center Library
375 Woodside Ave

AGENDA

I. Roll Call.

II. Discussion and Action Items:
(The following items will be discussed in detail, with possible motions made to recommend the requests to the full Commission.)

A. Motion to recommend the Department's supplemental budget request, to the full Commission.
B. Motion to recommend the Deparment's request to release the AB 799 funds, to the full Commission.

(copy of both requests available at the Commission office for public review).

III. Public Comment.
IV. Other Business.
V. Adjournment

Nov. 22,1995

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF NOVEMBER 29, 1995 FINANCE COMMITTEE MEETING of the San Francisco Juvenile Probation Commission

I. *The meeting was convened at 10am by Comm. Landini-Brennan. Comms. Rodriguez, Cook, Salarno were present.*

II. *Discussion and Action Items:*

A. Motion to recommend the Department's supplemental budget request, to the full Commission.
There were general questions regarding the overall request and specific items, some Commissioners feeling they needed more information regarding the Dept's situation which led to the need for the supplemental, and whether the Commission wanted to approve all the projects requested. No one from the Dept. was there to answer questions. The item was tabled until a Dept. representative could be brought to answer the concerns.

B. Motion to recommend the Department's request to release the AB 799 funds, to the full Commission.
Comm. Landini-Brennan commented that many of the items requested by the Dept. for funding by this source might better be made the responsibility of other Depts (eg. remedial reading, math). Comm. Cook said that it seems unwise to rely on a one time source of funds like this one to begin programs that need 3 years of support. Comm. Landini-Brennan referred the discussion of the specific programs requested, to the Program Committee for decision on which to approve. After they reach a decision, then the total amount needed could be forwarded to the full Commission for consideration.

Comm. Landini-Brennan stated that at this time, the Committee would look at the resolution regarding $94,354. She stated that the working of that resolution would have to be changed to indicate that they are asking for this amount to be accepted and put into reserve, with no reference to expending any portion of it. The Secretary revisited the process which led to the current resolutions being drafted, and commented that since the Commission hasn't approved any of the requested budgets, the resolution as written is incorrect, and would need to be re written.

Comm. Rodriguez moved to have the Dept. re write the resolution to authorize the Dept. to accept and put into reserve, the $94,354.00 representing the final AB 799 payment to the City. **The question was called, and Comms. Landini-Brennan and Rodriguez voted in favor. The motion passed.**

A. Re: supplemental budget request. Comm. Landini-Brennan returned the issue to the floor for discussion. Norman Cole, the Dept. Engineer was present to answer Commissioners' questions. Questions during discussion raised the issue of cost over runs ---why they weren't accounted for in the original budgets requested. Mr. Cole explained that the work done by the DPW: Bureau of Building Repairs, Bureau of Construction Management, has resulted in over runs. Items IA.1-4 (ventilation system, floor tile removal and replacement, exterior lighting, painting)

are in progress. Nothing has been done on IA.5-6 (parking lot improvement, direct booking room). Mr. Cole said he has not been given any direction to do anything on that last item.

Comm. Rodriguez moved to recommend approval of the first part of the supplemental request (section I, $503,314.). It was seconded, **and passed 2-0.**

Norman Cole explained that this portion of the supplemental request was necessary because the original Dept budget for maintenance was cut drastically, and this was intended to make up for that loss. Additionally, what was approved has already been depleted. Cole said that maintenance funds for LCR are already depleted.

Comm. Landini-Brennan expressed a concern that the estimated amounts for these items were "over" estimated, based on her recollection of the estimates for opening up Hidden Valley Ranch, and the final costs. She said the Dept. needs to become much more resourceful in getting things done in a cost effective way.

She said that even looking at tying in the carpentry program together with teaching the youth how to do some of the repairs needed there would be positive. Questions of union and safety restrictions were raised. Comments were made recounting past experience with getting youth involved in such projects. Mr. Cole stated that they have worked with unions to get them to put some of the youth from LCR into their apprenticeship, once they are finished with the ranch program. Bob Price thinks it is possible to have some of the youth involved in some of the maintenance issues at the ranch.

Comm. Rodriguez moved to recommend the second section of the request (Facilities Maintenance), in the amount of $495,598. to the full Commission. It was seconded and **passed 2-0.**

Comm. Rodriguez moved to refer item III (Urban Youth Survival Retreat Program) to the Program Committee for recommendation. It was seconded and passed **2-0.**

III. *Public Comment.* None
IV. *Other Business.* None
V. *The meeting was adjourned at 11am.*

Peter C. Rodriguez, President
Terry Landini-Brennan, Commissioner
Agnes I. Chan, Commissioner
Frank L. Cook, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

NOTICE OF FINANCE COMMITTEE MEETING
of the San Francisco Juvenile Probation Commission

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9:30am, Thursday, Feb. 15, 1996
Youth Guidance Center Conference Room
375 Woodside

AGENDA

I. Roll Call.

II. Review of Minutes of Finance Committee Meeting of Nov. 29, 1995

III. Discussion and Action Items:
   A. Discuss, and possibly make recommendations to, proposed Dept. fiscal budget 96-97.

IV. Public Comments.
V. Other Business.
VI. Adjournment.

Feb. 9, 1996

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF Feb. 15, 1996 FINANCE COMMITTEE MEETING of the San Francisco Juvenile Probation Commission

I. The meeting was convened by the Chair, Comm. Chan. Pres. Landini-Brennan announced that she was appointing Comm. Rodriguez to replace her on the Committee. Comm. and appointing Comm. Chan as the new Chair of the Committee.

II. *The Minutes of Finance Committee Meeting of Nov. 29, 1995* were adopted as written.

III. Discussion and Action Items:

A. *Discuss, and possibly make recommendations to, proposed Dept. fiscal budget 96-97.*

Comm. Chan was concerned that the budget was vague, with no detailed line item explanations. The lack of programming funds, especially for juvenile hall. The overwhelming cost of personnel. There were new positions (eg. LCR), without explanation for them. Comm. Chan asked if the committee members wanted to go item by item, page by page. Comm. Rodriguez said he wanted to do this.

Ace reviewed the way the budge was prepared. The Mayor's Budget office asked for a budget based on the status quo, with the same salary savings (8%), with both mandated changes and non mandated changes (discretionary requests from the Dept).

The current budget request, given consumer price index, represents only 88% of "real" dollars (Ace didn't say which year he was using as a base).

80% of the budget is personnel, controlled by labor negotiations. The loss is in funds for materials and supplies... 2% increase on baseline 5% on mandated/non mandated increase.

Comm. Rodriguez questioned Tago on the number of personnel in the budget. He responded that the baseline budget is the same 296.5 FTE as last year, but there will be increases if the non mandated request is accepted.

Comm. Chan and Comm. Rodriguez asked for a detail description of programs for juvenile hall.

In regards to the hall, Comm. Landini-Brennan raised the potential of providing some funds for Rev. Jones to create a religious program for the hall. The other committee members suggested putting that in the program committee agenda.

C. Bell mentioned the number of programs in the hall –the arts and drama ones– and said she left a copy of a daily schedule of hall programs with the commission secretary. Comm. Rodriguez expressed a concern that there was no itemization of HVR costs in the budget. Tago said that it was probably put within the total budget of juvenile hall. He said that if you make it a separate item, it might be more easily cut. Comm. Landini-Brennan mentioned AB 1483 which will go to support ranches, but it is not reflected in this budget.

Chief Flowers said that Sam Yockey agreed that it would be best to leave HVR under the juvenile hall budget.

He stated that the Dept doesn't have enough staff to operate all units and HVR. He would close RU and take that staff, (with some additional ones) to staff HVR.

Comm. Landini-Brennan and Comm. Chan expressed their concern for the lack of adequate staffing. The Chief said he has made this known to the City Attorney's office and they are looking into this.

Comm. Rodriguez also wanted to know if no new personnel could be asked for LCR. The Chief said yes.

The committee members asked for all the revisions and details to be given before the next meeting. The Chief agreed to give it to them the 16th of Feb (Friday).
Comm. Rodriguez raised a concern for the 2 specialist positions. The Chief said that they are already current positions, this was just a conversion of them.
Comm. Rodriguez asked about the loss of Title 4 funds, and Tago said that they are leaving that cost in and transferring the burden of it to the general fund request.
He said that there was a court hearing on the Title 4 funding, and it looks positive that the ruling eliminating it might be overturned.

IV. Public Comments. none
V. Other Business. none
VI. The meeting was adjourned at 10:30 am.

Terry Landini-Brennan, President
Frank L. Cook, Vice President
Peter C. Rodriguez, Commissioner
Agnes I. Chan, Commissioner
Eugene V. DeMartini, Commissioner
Harriet C. Salarno, Commissioner

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

Edgar Flowers, Jr.
Chief Juvenile Probation Officer

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NOTICE OF FINANCE COMMITTEE MEETING
of the San Francisco Juvenile Probation Commission

10:00am, Tuesday, Feb. 20, 1996
Youth Guidance Center Conference Room
375 Woodside

AGENDA

I. Roll Call.

II. Review of Minutes of Finance Committee Meeting of February 15, 1996

III. Discussion and Action Items:
   A. Further iscuss, and possibly make recommendations to, proposed Dept. fiscal budget 96-97.

IV. Public Comments.
V. Other Business.
VI. Adjournment.

Feb. 16, 1996

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF FEB. 20, 1996 FINANCE COMMITTEE MEETING

I. The meeting was convened by the Chair, Comm. Chan, at 10:08 am. Comms. Rodriguez, DeMartini, and Landini-Brennan were present.

II. Review of Minutes of Finance Committee Meeting of February 15, 1996
The minutes were not yet ready for review.

III. Discussion and Action Items:

A. Further discuss, and possibly make recommendations to, proposed Dept. fiscal budget 96-97.

Comm. Rodriguez reviewed 11/8/95 letter from Mayor's office requesting Depts. use creative ways to save money, and to use money to leverage other funds, to submit a budget within the allocations, reduce workforce by 15% and submit an attrition plan. Reduce management positions (upper and middle) and reduce overtime, and have a line supervisory ratio of 8:1, and eliminate all open positions. Include performance measures in the program descriptions.
Letter of 1/22/96 directs Depts. to include mandated increases only, reduce the budget by the one time expenses, explain mandated programs (federal, state, charter, etc.) explain specific costs associated with new positions, equipment, and possible funding sources.
Letter 2/2/96 requires budgets outline anticipated budget charges, with the same level of salary savings of last year.
Comm. Rodriguez asked if all the instructions were followed in budget preparations. Ace Tago said pretty much so.
A short review was given of technical changes in where amounts are reflected in the budget forms. Eg. capital outlays are mis-categorized.
Telephone rates are lower. Utility costs are now lower, using non core rates.
Discussion ensued re: Director's position for Hidden Valley. Comm. Rodriguez asked if this was a demotion for J. Giannini to Asst. Director. Chief Flowers said that civil service wouldn't allow a new director position. You could call him anything you want, but the pay scale would be an Assistant Director.
Comm. Chan reviewed that while they are calling J. Giannini a Director of Hidden Valley, they are paying him at a Senior Counselor position.
Comm. Landini-Brennan expressed her concern that someone doing a good job is not getting the pay commensurate with that level of work.
Comm. Landini-Brennan asked what the class is for Director of LCR and wouldn't it be the same for HVR? no. class 8330 is $65.4K and 8344 is $73K, for LCR and JH respectively. class 8340 is $55.9K (currently performing Director of HVR). Discussion of inclusion of FT clinical psychologist. Comm. Landini-Brennan asked about the SFUSD psychologist. Judy Griffin says that the school psychologist is only for IEPs, and not counseling. Comm. Rodriguez asked about the Dept. of Health doing this. Griffin says that there is no mandate for providing this. They are only expected to provide services at whatever level

they deem possible. This Dept. wanted to make sure it has a position that it can control. Comm. Rodriguez again questioned it being a new position. Comm. Chan asked if it would be just for LCR service? Griffin said that it could be used elsewhere in the Dept. If it were to be for the entire dept. the item could be moved to the administrative portion of the budget and taken out of the LCR portion. The drug abuse counselor would be eliminated. (now shared between this Dept. and social service dept.)
Comm. Chan reviewed that the two questions raised by the committee were the psychologist and the assistant director's positions.
There is the need to add 2 counselors to LCR.
Under probation services there are 3 new positions being sought. An employment training specialist 3 to replace Ed Vasgerdsian when he retires. It would probably not be possible to get anyone to take over the responsibility if it isn't on this level There is a great need for transportation officers to release POs from having to do it. Comm. Chan was concerned for the disparity between pay for each position (employment specialist at $61K, Director at HVR only $54K) Comm. Rodriguez said the title for this should be directly parenting program. A. Tago said there's no civil service title like that. Comm. Rodriguez suggested leaving it at the current level of pay Ed Vasgerdsian is receiving. He also suggested the transport officers be at entry level salary. Fred Virgilio requested putting the employment specialist at a Supervising PO level ($56K). First step counselors ($32K) for transport officers. These transport positions will be mainly for probation services. They will be one female/one male.

Discussion regarding new vehicles: Committee asked to make it 2 mini vans, and 3 cars.

Comm. Rodriguez expressed question regarding benefits of having computers when no data seems to be forthcoming from what is on-line now. A.Tago said that the city is undertaking a 5-10 year strategic plan to have the entire city juvenile justice system tied together, and this should be a part of that.

Juvenile Hall: they explained the conversion of 10 counselors to psych techs. Chief Flowers said that their duties would basically be the exact same as regular counselors, except that they would be called on to do individual counseling and be alert to the mental health needs of the youth. Comm. Rodriguez asked why it was at higher pay if the duties are no more than regular counselors. Rodriguez asked if they would be used during the 3 to 8pm shift. Yes. He said that this is not a "treatment" facility, so why would you have psych techs here? Chief Flowers said that they needed to have people who are capable of recognizing minor or mild psychiatric problems in the kids and address them by talking to them. They are no different than counselors. Comm. Rodriguez asked why present counselors couldn't be trained in some of these skills.
The positions are open, unfilled positions. Comm. Landini-Brennan asked if this was taking the responsibility off the Health Dept. Chief Flowers said no. It would be like hiring brain surgeons to be counselors in the hall. They would do

what counselors do. They would not be called on to do brain surgery. But if they saw someone who seemed to need work on their brain, they would call SPY and tell them to come and see about it. This example would apply to the psych techs, where they (because of their skills) would make such observations and call SPY to respond. Comm. Landini-Brennan asked shouldn't the "psych Dept." be doing that already. Chief Flowers said in a perfect world they would be but they aren't. He can't ask the Health Dept. to put a psych tech in each unit, full-time. So he's doing it this way by hiring the Dept.'s own psych techs. Fred Virgilio says current staff aren't trained in psych matters.
Comm. Rodriguez commented that this would put the onus on the Dept. to provide the service.
Chief Flowers said that his plan is once the techs are on board, the Dept. would offer other counselors training to become certified psych techs. Then they could get the pay increase and the credential of being a psych tech. Comm. Chan said to be conscious of language needs.

The proposed girls unit. discussion was around needing a full modular unit to house 20 girls. With current space, only 8 additional beds would be available if RU was closed. If B1 was used, with RU, for girls, this would be an increase. that would mean that all units were used, but one less for boys (HVR could still serve this purpose).

The meeting was recessed at 11:50am for lunch.
The meeting reconvened at 1:06pm

LCR intern program for 4 "graduates" of ranch programs to be role models for others there, not to work exceeding 1040 hrs a year each. (approx. $13/hr).
Comm. Rodriguez asked for details, if they would be given stipends, travel costs, benefits, what they would be doing, etc. A. Tago said they would be as needed personnel, part time, supervised by the LCR counselors, doing what they do during the day, and assisting the engineers in maintaining the grounds and facilities. A kind of all around person, exposing them to some practical skills. And hopefully spend some time helping the other kids there.
Comm. Rodriguez asked how they would get to LCR. It would be up to them. Questions regarding the amount of pay came up. Chief Flowers said it was based on the salary of a utility worker. He said the purpose of this program would be to get youth who have been in the Dept.'s programs to come work for them. He said the problem is that kids coming back to the community don't have jobs. And if they were Abe Lincoln or Booker T Washington even getting a job that paid $4-$5/hr would be a great task, but these kids don't have a real opportunity. He thinks this pay is reasonable. He said that kids at LCR, seeing other kids who have come out of the program and come back to work at LCR, would see them as role models. The Dept. has a youth who finished Glen Mills (in Pennsylvania) and is now employed in a civil service job at LCR. He wants the kids to learn that if they "do a good program," if they come back, then the Dept. will give them a real opportunity to make it in life.

This job is designed to work like a utility worker (a low skilled job). They are ranch aides. They can mow the lawn, clean up things. But they can also talk to kids, lead a basketball game, talk about their experiences, they can do that too. Comm. DeMartini asked how long they will work. Only one year, 1040 hrs total. Comm. Rodriguez asked if they would be considered staff. Yes. but they will not get benefits 'cuz they are on call. Comm. Landini-Brennan asked about the fringe benefits line for 25%. A. Tago said there are other employer costs such as social security, but maybe not 25%. Comm. Rodriguez asked if it would be like the Omega program, doing peer counseling... Chief Flowers said no. He believes that the staff like Johnny Miller, and himself, cannot talk to the youth at LCR "on their level." He thinks this would be "true peer counseling" as opposed to some of the programs going on. These positions will be 5 days a week, where the youth would lead groups of youth in projects at LCR, cleaning up, etc. Comm. DeMartini asked if it would be a one year job, and Flowers said it wouldn't be definitely. They will try to move the youth out to other jobs. It is supposed to get the youth into "the system", to support them and get them some help counseling, to get them into other jobs. Flowers said that the jobs would be for those kids who come out of Glen Mills. Comm. Landini-Brennan asked why they wouldn't be given to successful kids from LCR? Flowers was asked if the jobs would be helping at LCR, and Flowers answered that it was designed to have them do anything the staff wants them to do. In further questioning, he responded that yes they could be used in YGC.

The Children's baseline: 2 employment and training specialists: Bob Price reviewed all the different activities the Focus program does, including helping expedite releases from juvenile hall. Comm. Rodriguez feels it is a large request. Price said that the understanding given to him was that the AB 799 funds supporting part of John Knox's salary until July 1, were interim funds until the position could be put into the annual budget. Comm. Rodriguez disagreed with this understanding.

Comm. Landini-Brennan asked who currently from the program was on the Dept. budget. Bob Price, James Jackson, and their clerk. Getting the remaining two staff on would subsume the entire program staff. Comm. Rodriguez asked about the $108K transferred from probation services to community based programs. A. Tago said it was tied up in those programs. Comm. Landini-Brennan raised the question of using some of the pre placement shelter contract money to fund this. Comm. Rodriguez raised the question of continuing support for ineffective community based programs and transferring those funds to this. C. Bell said that since RFPs have been issued, those funds cannot be taken from the category. Bell felt that the committee was being critical of these new positions when they weren't on the others presented by the Dept. Comm. Rodriguez asked Bell which of those positions could be cut to fund these. She couldn't say. Discussion on getting it from the next pot of funds from the state, that supports ranches. Comm. Landini-Brennan asked what will happen to the non profit after the positions are assumed by the Dept. Bell said it would be

used to funnel money (not picked up on mike, unclear in explanation). Discussion around how to proceed with all the requests for positions which are not on the mandated budget. Comm. Chan suggested that all non mandated requests should be prioritized, and have that list passed to the Mayor's office to see which ones they would allow. Comm. DeMartini moved to accept these 2 positions, Comm. Chan seconded. Peter Bull asked if this was going to be recommended to the full Commission. The vote was 2-1, with Comm. Rodriguez dissenting. A question was raised about allowing Comm. Landini-Brennan to vote, and because of the quorum issue, she did not.

The cost of living allowance of 5%, requested for comm. based contract amounts, was deleted by a unanimous vote of committee.

The meeting was recessed at 2:45pm
The meeting reconvened at 3:07pm

Reviewed the employment/training specialist would be set at $56K
Reviewed that the transportation officers would be set at $32K
Reviewed the computers, there were questions raised, but no objections.
Reviewed the cars. Comm. Landini-Brennan requested that 2 mini vans and 3 cars be purchased. A. Tago said he'd check into the costs.

Continued on regular line items from exhibit C. clarification of premium pay for secretary. It is by MOU. similarly for all other "added" services such as language translation. Comm. Landini-Brennan asked about "other costs" eg. lab tests, etc. Judy Griffin said that the fund that this money comes from is used by the courts as well as the dept. Some of those costs are related to dependency cases, free from custody cases. They are court ordered costs that the dept. picks up. Comm. Rodriguez asked if this was part of maintenance of minors costs. yes. Comm. Rodriguez asked about professional services (2700). Tago said they were for private contractors to do. The item of CYA referrals is for psychological diagnostic evaluations (90 day commitments).

Administration: p1 Comm. Rodriguez asked about the miscellaneous regular positions, (1375) special assistant. That is the Asst. Probation Officer position. it is open at the moment.
Comm. Rodriguez is concerned about this being a redesign of the dept.
Question about (1655) system accountant. it is a combination of an accountant and a systems person. John Overman is assigned to this job. Chief Flowers said that the position being open for so long caused a great backlog in administration. He just made an internal move with Overman. Overman is on a civil service list for another position. Flowers used that position to fill it. Comm. Rodriguez feels this is a re organization question. Comm. Rodriguez moved to eliminate (1375) from the budget. Comm. DeMartini seconded. It was passed unanimously by committee. Continuing onto p.2 Comm. Rodriguez asked about materials supervisor changes (1924 changed to 1926) at a higher

salary. Tago wants to upgrade the position to reflect the different responsibilities. Comm. Rodriguez asked if the duties were the same as before. and if this was just an upgrade in pay. Yes. General services supervisor: it is an upgrade of one utility worker to be a supervisor to do scheduling and allocation of people to do tasks. Right now they are all supervised by the person who supervises engineers and custodians. This role will be a working supervisor (meaning not just directing others, but working himself).

Comm. Landini-Brennan commended John Overman.
p.3 Comm. Chan asked about the fees (2401) Tago explained the consortium fees.. required by those receiving Title IV monies. Part of that reimbursement is used for the fees. Comm. Rodriguez asked about the benefits from the American Correctional Association. Information.

J Griffin explained that there are 26 vacancies in Juvenile Hall, 15 filled by provisionals. There is no certified list. 10 are truly vacant.

The position of Director for Hidden Valley could not be "TX'ed". It would have to be an entirely new position which would go through a testing process. Comm. Rodriguez asked if this would cause a decrease in his pay. yes. It would have to be increased to avoid this.

The night differential pay for (8321) is an error. It is really (8322), a senior counselor. unit managers at night get a night differential.

Comm. Rodriguez reminded A. Tago that the committee wanted an itemized budget for Hidden Valley.

The meeting recessed 3:50pm
The meeting reconvened 4:10pm

LCR, p2. Comm. Chan questioned (2700) professional services. A.Tago said the $130K is for continuing the Aftercare contract. Comm. Rodriguez reminded him that the Commission had declared that the Dept. would not include it in the dept.'s annual budget, but find outside sources for funds to continue. Chief Flowers feels it needs to be kept in the budget. Comm. Rodriguez said that for this to be included, the previous Commission action would have to be rescinded. Tago suggested that those LCR youth not getting "aides" jobs could use this program to do so. Comm. Rodriguez has a problem with needing to contract out for this, rather than doing it in-house. Comm. Chan said that it could remain in the budget with the proviso it is done in-house.

Children's Baseline: p.1 Comm. Rodriguez asked about 1842 management analyst.. employment specialists are currently Bob Price and James Jackson. Bell says these have been in the budget for many years. Comm. Rodriguez asked about position adjustments (middle of the page). A. Tago explained that

there are differences between the dept. records and the controller's. This will have to be reconciled.
p.2 Comm. Rodriguez asked if there were any funds from feds or state going to the shelter program. no.
Comm. Chan asked if there were monies for evaluation of programs. No. She asked that some funds (5 or 10%) be set aside for doing an evaluation.
Juvenile Hall
Comm. Landini-Brennan asked about the $30/hr cost of program workshops for Juvenile Hall. She feels there needs to be more educational programs rather than just the "cultural" or arts activities. C. Bell says that the people doing the programs only work 2 hrs a week, and have to pay their own taxes, fringes. The Dept. decided a couple of years ago to have a comprehensive arts program. She says the youth love the programs and they have been very beneficial. Comm. Landini-Brennan repeated her feeling that education is more important. Bell said that that is the Unified's responsibility and not the purpose of putting together after school programs. That concern, she said, needs to be directed to the district. It is not her purview so she isn't going to deal with that. This program has been going on for three years, two of which has been paid for by the Dept. Comm. Rodriguez asked how the effectiveness of the program was determined. Bell couldn't say. One unit produced an anthology of artwork, another, an anthology of poetry.
She says there is no shortage of people wanting to provide religious services to youth. The problem is having the time to include them all. 3 denominations are represented on Sundays. She did not know if any service was available to B5 detainees. The Chief said he met with a minister and his wife who provides counseling to the youth. He will ask them to offer services for B5.

She reminded A. Tago to give the committee a line item budget for HVR, for the committee's review, not to be included in the entire budget. J. Griffin said that manpower costs would be easy to provide, but costs for materials/supplies, food, etc. would not be easy to do. A.Tago said he would get it ready Thursday.

Comm. Chan set a meeting for the full Commission for Monday, Feb. 26, at 10am, in the Conference room.

IV. Public Comments. None
V. Other Business. None
VI. The meeting was adjourned at 5:00pm

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NOTICE OF SPECIAL FINANCE COMMITTEE MEETING

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

2:00 PM, Friday, January 10, 1997

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AGENDA

I. Roll Call

II. Committee will receive an overview of the Dept. budget preparation processes, issues and concerns.

III. Adjournment

(if there are documents relating to agenda items, they will be available for public inspection at the Probation Commission office, Friday. Jan. 10. Please call the office to make arrangements)

Jan. 8, 1997

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ATTENTION

Upon direction of the deputy city attorney, item II. of the Jan. 10, 1997 Commission Finance Committee meeting announcement should read.

II. Discussion Item
Overview of the Dept. budget preparation processes, issues, and concerns, by the Juvenile Probation Dept. Finance Director.

Sorry, if the earlier language was confusing.

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NOTICE OF FINANCE COMMITTEE MEETING

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

2:00 PM, Thursday, Feb. 6, 1997

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AGENDA

I. Roll Call

II. Review minutes of the Jan. 10, 1997 Finance Committee meeting.

III. Discussion/Action Item
   A. Review of the Dept. draft budget, with possible recommendations to full Commission.

IV. Public Comments
V. Adjournment

(if there are documents relating to agenda items, they will be available for public inspection at the Probation Commission office, Mon. Feb. 3. Please call the office to make arrangements)

Jan. 30, 1997

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NOTICE OF SPECIAL FINANCE COMMITTEE MEETING

at

Coblentz, Cahen, McCabe & Breyer
222 Kearny St. 7th Fl
San Francisco, Ca 94108

2:00 PM, Friday, Feb. 21, 1997

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AGENDA

I. Roll Call

II. Review minutes of the Feb. 6, 1997 Finance Committee meeting.

III. Discussion/Action Item
   A. Review of the Dept. final draft budget: revised mission statements, goals and performance measures, with possible action to approve submission to the Mayor's office.

IV. Public Comments
V. Adjournment

Feb. 19, 1997

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MINUTES OF FEB. 21, 1997 SPECIAL FINANCE COMMITTEE MEETING

I. *The meeting was convened at 2:19 pm.* Comm. Breyer, Shimko, and Chuck were present.

II. *Minutes of the Feb. 6, 1997 Finance Committee meeting were approved* with corrections cited by Comm. Shimko.

III. Discussion/Action Item
   A. *Review of the Dept. final draft budget: revised mission statements, goals and performance measures, with possible action to approve submission to the Mayor's office.*

IV. *Public Comments:* None
V. *The meeting was adjourned at 3:15 pm.*

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NOTICE OF FINANCE COMMITTEE MEETING

at **Coblentz, Cahen, McCabe & Breyer**
222 Kearny St. 7th Fl
San Francisco, Ca 94108

12:00 PM, Friday April 4, 1997

AGENDA

I. Roll Call
II. Review minutes of the Feb. 21, 1997 Finance Committee meeting.
III. Discussion/Action Item
   a. Review of the Dept. proposal for expenditure of $2144,919. additional funds from AB 1483.
   b. Dept.'s supplemental appropriation request for funds to patch current year deficits in the Dept. budget.
IV. Public Comments
V. Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
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4/97

MINUTES OF APRIL 4, 1997 FINANCE COMMITTEE MEETING

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I. *Roll Call*
The meeting was convened at 12:12 pm. Comms. Breyer, Shimko, Jackson-Drake were present.

II. *Review minutes of the Feb. 21, 1997 Finance Committee meeting.*
The minutes were approved without amendments.

III. *Discussion/Action Item (items taken in reverse order)*

b. Dept.'s supplemental appropriation request for funds to patch current year deficits in the Dept. budget.
Sandy Brown-Richardson reported that the Dept. faces a budget deficit of about $325K, due mainly to overcosts in personnel expenses: overtime, temporary salaries, and workmen's comp. (mainly workmen's comp from juvenile hall). (the expected costs of workmen's comp is $791K for the year, $430K over budget) She passed out spreadsheets which detailed the line items (copies available in JPC office). Judy Griffin reported that on any day this year there will be 6 people off work due to worker's comp or long time illness. People in peace officer's positions, when out on workers comp, are paid through worker's comp. and the Dept. making up the difference (to equal their total salary). Comm. Breyer inquired about the possibility of not paying replacement staff, and rather putting people (on workers comp) back on duty on a light work schedule. The staff passed out a sheet which showed a comparison of workmen's comp over the past 3 years, but it didn't fully break out the areas from which the costs were compiled. Comm. Breyer asked for a full break out of those costs. Sandy Brown-Richardson will be meeting with Fred Howell of the Workers' Comp. division on 4/11. She should have more details for the commission then. Comm. Breyer asked for a detailed explanation of the difference between permanent disability and temporary, and whether there is the option for re assigning 'disabled' to light duty. **He asked for a total list of people on disability, length of time, and nature of the cases, in two weeks (4/18).** There was a short discussion of finding a way of making those on disability useful to the Dept. while trying to cut back on need to additional hire to cover those out on disability.
The Dept. proposed to use both AB 799 & 1483 monies to pay for 3 categories of LCR budget line items (salaries and non personnel), and take that portion of the LCR allocated funds to pay the overcosts talked about in Juvenile Hall. (a document was passed out detailing the specific proposal: available at the JPC office). Comm. Shimko asked about the difference between the approx. $100K proposed use of AB 799 funds (one document passed out at the meeting) and the approx. $270K requested by the Dept. for the same programs from AB 1483. Sandy Brown-Richardson did not have the specific answer to that question. Johnny Miller also didn't recall exactly the requested breakdown.
Basically, the proposal is to take AB 799/1483 funds to cover the deficits from Juvenile Hall. Comm. Breyer repeated that it appears that what is happening is that the budget of LCR, which is operating within its limits, is being taken apart to cover the budget of Juvenile Hall, which is not being operated within its limits. Comm. Shimko did not feel good about doing this, but felt she could live with this proposal for now. Comm. Breyer suggested that the proposal be brought to the Mayor's office as a package deal so that it cannot be picked apart and partially implemented.

Comm. Breyer asked about progress on using Prop. 86 funds. Brown-Richardson has scheduled a meeting with DPW for next week. Comm. Breyer asked how this money would affect the Dept's fiscal situation. Brown-Richardson said it wouldn't help. The money would go directly to the City's general fund. The commissioners' pointed out that there is a revenue line in the Dept.'s budget, but Brown-Richardson didn't have an exact answer about that. Comm. Breyer stated the motion to submit the Dept's proposal to the full commission. He asked for a final version of the supplemental budget proposal to reflect the programs, capital improvements, and cost overruns in Juvenile Hall. **The question was called. All three commissioners voted in favor of it.**

a. *Review of the Dept. proposal for expenditure of $214,919. additional funds from AB 1483.*
No formal presentation was made by the Dept. , a draft narrative was provided by Johnny Miller, but Comm. Breyer asked for a detailed proposal and asked that the Program Comm handle it.

IV. *Public Comments* None
V. *The meeting was adjourned at 1:44 pm.*

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NOTICE OF FINANCE COMMITTEE MEETING

to be held at the Main Library,
Latino Hispanic Community Meeting Room
100 Larkin St. (enter on Grove St.)
San Francisco, Ca 94102
4 PM, Tuesday, November 25, 1997

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AGENDA

I. Roll Call
II. Discussion/Action Items:
   A. Review of status of current fiscal year budget.
   B. Review of preliminary plans for fiscal '98-99 budget.
   C. Allocation to the Juvenile Probation Dept. of $3.1 mil. in funds from the State Dept. of Social Services

III. Public Comments.
IV. Other Business.
V. Adjournment

(if there are documents relating to agenda items, they will be available for public inspection at the Probation Commission office, Mon, Nov. 24. Please call the office to make arrangements)

Nov. 17, 1997

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NOTICE OF FINANCE COMMITTEE MEETING

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

8:30 am Friday, January 23, 1998

AGENDA

I. Roll Call
II. Discussion/Action Item
Review of the Dept. budget and possible action to recommend adoption, to full Commission.
III. Adjournment

(if there are documents relating to agenda items, they will be available for public inspection at the Probation Commission office, Tuesday Jan. 20. Please call the office to make arrangements)

Jan. 16, 1998

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NOTICE OF FINANCE COMMITTEE MEETING

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

8:30 am Friday, February 20, 1998

AGENDA

I. Roll Call
II. Review of Minutes of January 23, 1998 meeting
III. Action Item
   A. Consideration and possible action on the the Dept.'s proposed expenditure plan for Temporary Assistance to Needy Families (TANF) funds, and corresponding supplemental appropriations request.
IV. Public comments.
V. Adjournment

(if there are documents relating to agenda items, they will be available for public inspection at the Probation Commission office, Tuesday Jan. 20. Please call the office to make arrangements)

Feb. 17, 1998

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CITY AND COUNTY OF SAN FRANCISCO
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MINUTES OF FEBRUARY 20, 1998 FINANCE COMMITTEE MEETING

I. *Roll Call*
The meeting was called to order by Comm. Julian at 8:40 am. Comms. Shimko, and Jackson-Drake were present. Chief Williams and Sandy Brown-Richardson were also.

II. *Review of Minutes of January 23, 1998 meeting*
The minutes were approved as written.

III. *Action Item*

A. *Consideration and possible action on the the Dept.'s proposed expenditure plan for Temporary Assistance to Needy Families (TANF) funds, and corresponding supplemental appropriations request.*
Chief Williams reviewed that this source of funds was initiated by the State to replace funds lost from Title IVa, which ended in 1995. The funds are for use in this fiscal year ('97-'98), but there is talk of an extension of time for use in this fiscal year. If this happens, adjustments will be made. [the spending plan is available from the JPC office].
Points made:

- while the request from the Dept. is not for the entire $3.1 mil. this year, this will not endanger a full allotment the next fiscal year. In fact, there may be an increase of 25% over the originally expected amount.
- There is one NEW initiative being sought in this fiscal yr, for girls' services.
- The items chosen by the Dept. are those which it believes it can justify under the intentions of the TANF legislation.
- Some of the items are for reimbursing current expenses. What does it do for this year's budget?
- Hopefully it will free up some general funds, which can be used to cover operating deficits and other expenses in the Dept.
- Another supplemental budget request would then be put together to do this.
- There is a concern that the City takes the general funds back, once TANF is used.
- Sandy Brown-Richardson is working with the Mayor's budget office to avoid this.
- The plan for TANF funds, in the years to come, is not to cover deficits but to initiate expanded and new services.
- What amount is required to cover the deficit? around $200-300K, not including vacancies.
- What will be the timeline for the next allocations? around April/May.
- Still a fear that the City would decrease the Dept's budget request by an equal amount as TANF funds give.
- How does the cost of personnel affect next year's budget? The positions will not continue if the TANF funds do not.
- There is a lag in time between availability of current funds and the confirmation of continuing availability. Of course there is a chance that continuing funding is not available, but it is a chance that needs to be taken.
- There needs to be a "bridge" funding between old and new funding.
- There are new positions for POs to perform the duties associated with the Local Action Plan. This is above and beyond the positions the Dept. already has to fill.
- The new PO hires will have to come from the existing list.

There is support for a domestic violence program run by the adult probation dept.

Public Comment:

Margaret Brodkin, Coleman Advocates, spoke positively about the method used by the Dept. to deal with utilizing the TANF funds. She had policy issues: 1) the expansion of the Dept with added POs. Her opinion is that probation services should be done by community people and not Dept. staff 2) the use of a list of candidates from adult probation tests.

Further concerns: why give monies to adult probation, or the parenting program, why not give it to expanded support for 601s (Youth Advocates). Why 15% administrative costs?

Chief Williams responded to her points.The two aspects of hire shouldn't be seen in one picture. The Dept continues to be short staffed. The new positions are for the new activities such as the Local Action Plan. The question of the list is academic. It is the list and has to be followed (according to civil service). Proper screening should result in good hires. A new test might be given after April, but that test will be basically the same. Training and development of the new hires is key to making them effective. Parental support is critical, so work to prevent or address domestic violence is important, as well as the parenting program.

Robert Uhrle, Samoan Community Development Center, commended the Chief and Dept. in its openness toward the issues of making more connections with the communities it serves. He has experienced a willingness to talk and exchange knowledge. He acknowledged that the quality of service from POs depends on many things, not the least of which is caseload and training. He went on to advocate for the immediate assistance from the Dept. for the Pacific Islander communities, which to date have very little resource to give services to youth in the juvenile justice system. He recounted a case he dealt with just yesterday, which showed that the Dept/system does not have early intervention for PI youth. He was called last minute for a youth who is already advanced to repeat offender status. Ifthey had been there at the beginning, something might have been possible. He referred to his proposal to the Commission and asked their support.

Comm. Julian expressed his understanding and empathy with the situation faced by the PI community and said that he would like to see what kind of support could be given to them, but was not sure at this point what might be possible.

Is it possible to consider supporting this proposal if there IS an extension of time for spending this year's TANF funds? Chief Williams expressed concern for the process, which he wants to be equally accessible by all. He expressed his understanding of the situation presented by Mr. Uhrle. Comm. Julian asked if there are demographics regarding this population. Mr. Uhrle said that even census data is inaccurate. He estimates the population as somewhere between 10,000 to 30,000 people. His own organization has a caseload of some 130, for 3 staff.

Aimee Exnicios, Supervising PO, spoke about the long time staff shortage in her division and in the Dept in general which has led to a decline in services (no time for the personal attention to parents and families which used to be possible).

It was moved to aprove the spending plan and corresponding supplemental budget request, and to recommend such to the full Commission. It passed unanimously.

IV. *Public comments.* none

V. *Adjournment* The meeting was adjourned at 10:50 am.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

ANNA C. SHIMKO, President
JOSEPH JULIAN, Vice President
ELEAZAR ARAMBURO, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner

JESSE E. WILLIAMS, Jr.
Chief Juvenile Probation Officer

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NOTICE OF FINANCE COMMITTEE MEETING

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

8:30 AM, Wednesday, April 29, 1998

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AGENDA

I. Roll Call
II. Review of Minutes of February 20, 1998 meeting
III. Action Item
   A. Consideration of and possible recommendation to the full Commission regarding, the Dept.'s proposed Supplemental Appropriations request for spending $422,459. in AB 1483 funds and $184,548. in TANF funds for Log Cabin Ranch.
IV. Public comments.
V. Adjournment

(if there are documents relating to agenda items, they will be available for public inspection at the Probation Commission office, Monday, April 27. Please call the office to make arrangements)

April 29, 1998

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NOTICE OF FINANCE COMMITTEE MEETING

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

8:30 AM, Wednesday, April 29, 1998

AGENDA

I. Roll Call
II. Review of Minutes of February 20, 1998 meeting
III. Action Item
   A. Consideration of and possible recommendation to the full Commission regarding, the Dept.'s proposed Supplemental Appropriations request for spending $422,459. in AB 1483 funds and $184,548. in TANF funds for Log Cabin Ranch.
IV. Public comments.
V. Adjournment

This meeting has been rescheduled for
MONDAY, MAY 11, AT 8:00 AM.

415 753 7870 fx 415 753 7826

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

ANNA C. SHIMKO, President
JOSEPH JULIAN, Vice President
ELEAZAR ARAMBURO, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner

JESSE E. WILLIAMS, Jr.
Chief Juvenile Probation Officer

NOTICE OF FINANCE COMMITTEE MEETING

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

8:00 AM, Friday, July 24, 1998

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AGENDA

I. Roll Call
II. Review of Minutes of May 11, 1998 meeting
III. Discussion Item
   A. Department presentation of a detailed review of the approved fiscal '98-99 Department budget.

IV. Public comments.
V. Adjournment

(if there are documents relating to agenda items, they will be available for public inspection at the Probation Commission office, Monday, July 20. Please call the office to make arrangements)

July 17, 1998

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CITY AND COUNTY OF SAN FRANCISCO
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ANNA C. SHIMKO, President
JOSEPH JULIAN, Vice President
ELEAZAR ARÁMBURO, Commissioner
REV. HARRY CHUCK, Commissioner
BRENDA JACKSON DRAKE, Commissioner
DAMONE HALE, Commissioner

JESSE E. WILLIAMS, Jr.
Chief Juvenile Probation Officer

NOTICE OF FINANCE COMMITTEE MEETING

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

8:15 AM, Wednesday, August 5, 1998

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AGENDA

I. Roll Call
II. Review of Minutes of May 11, and July 24, 1998 meeting
III. Discussion/Action Item
   A. Review and possible recommendation to full Commission, for approval of FY 1998/9 TANF expenditure plan.
   B. Reivew and possible recommendation to full Commission, for approval of supplemental appropriation request for Log Cabin Ranch use of State AB 1483 funds.

IV. Public comments.
V. Adjournment

(if there are documents relating to agenda items, they will be available for public inspection at the Probation Commission office, Monday, August 3. Please call the office to make arrangements)

July 30, 1998

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF FINANCE COMMITTEE MEETING
of the San Francisco Juvenile Probation Commission

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Youth Guidance Center Rm 224
375 Woodside Ave
San Francisco, Ca 94127

8:00 AM, Monday, Dec. 14, 1998

AGENDA

1. Roll Call
2. Review Minutes of August 5, 1998 meeting
3. Discussion/Action Items:
   A. Staff presentation of FY 1999/2000 budget process
   B. Update on TANF expenditure plan
4. Public Comments.
5. Other Business.
6. Adjournment

(if there are documents relating to above agenda items, they will be ready for public review Dec. 11, 1998. Call the JPC office to make arrangements.)

Dec. 9, 1998

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF DEC. 14, 1998 FINANCE COMMITTEE MEETING

1. *Roll Call*
   The meeting was called to order at 8:10 am. Comms. Julian, Shimko, and Jackson-Drake were present at gavel.
2. *Review Minutes of August 5, 1998 meeting*
   The Secretary apologized for not having the minutes ready for review at this meeting. Action on them was deferred until the next meeting.
3. *Discussion/Action Items:*
   A. *Staff presentation of FY 1999/2000 budget process*
   this year the dept will be submitting only the baseline budget, no enhancements. The Mayor's office is asking depts to exist within their baseline budgets. The budget is constructed on "steps" —the salary figures used are based on step 5. There isn't a lot of flexibility in this budget. Quest: does this upcoming baseline budget include all the current enhancements in place now? Yes. Quest: how many openings are there in the Dept. Ans: approx. 30 (17 in probation). The Dept. budget will have to be submitted to the Commission by Feb. 21. Jan. 28 would be a review. Comm. Julian requested that this review take place on Jan. 27 at 8:15 am. The full Commission would act on it at their Feb. 10th meeting. Nine days later, the Dept. would have to submit to the Mayor's office.
   B. *Update on TANF expenditure plan*
   The bidder's conference was held and the submittals are due Jan 15, 1999. There's a big chunk from last year's budget which has not been expended, so they will have to come back to the Commission with a modification of the spending plan so it does not get lost in the general fund. The Chief reported that they found out from the state that an approved contract for expenditure of the funds would be considered an expenditure of the funds and would not have to be dependent on full use by a June 30 deadline. The Dept will submit their spending plan to the Committee on Jan. 27, along with the modification of the current budget. Comm. Shimko said that the approved proposals should be reivewed by the Program Committee.
4. *Public Comments.* none
5. *Other Business.* none
6. *Adjournment* The meeting was adjourned at 8:54 am

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CITY AND COUNTY OF SAN FRANCISCO
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NOTICE OF FINANCE COMMITTEE MEETING
of the San Francisco Juvenile Probation Commission

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

8:15 AM, Wednesday, Jan. 27, 1999

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AGENDA

1. Roll Call
2. Review Minutes of Dec. 14, 1998 meeting
3. Discussion/Action Items:
   A. Consideration of, and possible recommendation to full Commission on the Dept. FY 1999/2000 budget
4. Public Comments.
5. Other Business.
6. Adjournment

(if there are documents relating to above agenda items, they will be ready for public review Jan. 25, 1999. Call the JPC office to make arrangements.)

Jan. 20, 1999

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF FINANCE COMMITTEE MEETING
of the San Francisco Juvenile Probation Commission

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

9:00 AM, Friday, June 18, 1999

AGENDA

1. Roll Call
2. Review Minutes of Jan 27, 1999 meeting
3. Discussion/Action Items:
   A. Department report on the Mayor's recommended budget submitted to the Board of Supervisors.
4. Public Comments.
5. Other Business.
6. Adjournment

(if there are documents relating to above agenda items, they will be ready for public review Jan. 14, 1999. Call the JPC office to make arrangements.)

Jan. 11, 1999

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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MINUTES OF JUNE 18, 1999 FINANCE COMMITTEE MEETING

1. **Roll Call**
The meeting was called to order at 9:07 am by Comm. Julian. Comm. Shimko was present. Comm. Jackson-Drake was excused. Chief Williams, and Sandy Brown-Richardson were present for the Department.

2. **Review Minutes of Jan 27, 1999 meeting**
The approval of the minutes was tabled until the next meeting.

3. **Discussion/Action Items:**

   A. **Department report on the Mayor's recommended budget submitted o the Board of Supervisors.**
   Sandy Brown-Richardson went over a one page summary of the major budget items. There were basically two things which were cuts (one which was agreed upon, the other not yet). The disputed one is on attrition--salary savings-- which ultimately puts the Dept. back at its current fiscal year level.
   The first items are increases from the General Fund: for fingerprinting, and for badges for staff.
   Workers Comp is at a level compared to last year's.
   There is a night differential given to CARC/Safe Corridor workers. There is a payment cost to DPH for group home services which usd to be carried by them.
   There is an agreement for a slight bonus for "Lead Workers" as defined by local 790, for Juvenile Hall.
   There continues to be a miniscule capital improvement budget.
   The total general fund increases comes to about $665K.
   There will be new funds coming from MCJC ($149K) in grant monies.
   Eleven of the thirteen cars asked for were approved.
   TANF: temp. salaries for certain administrative positions that were transferred from the Juvenile Hall budget.
   The Dept was able to get approved a half time "communications officer" who will be shared with the children's mental health services. This person will be responsible for answering questions about the children's system of care (the Challenge Grant program). This position is slated at $29.4 K for the 50% time.
   They are going to be hiring temp. POs as court officers, and have $109K for this.
   They have to have a barber for the ranch, to be in compliance with Bd of Corrections.
   Chief Williams thanked the Commission for all their work, help and support in the budget process this time around. He said he'd like to begin talks with the Commission in regards to the next fiscal year (2000-2001) round of budgeting.

Public Comments. none
Other Business. none
The meeting was adjourned at 10 am.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF FINANCE COMMITTEE MEETING
of the San Francisco Juvenile Probation Commission

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Youth Guidance Center Resource Rm 311
375 Woodside Ave
San Francisco, Ca 94127

9:00 AM, Thursday, August 19, 1999

AGENDA

1. Roll Call
2. Review Minutes of June 18, 1999 meeting
3. Discussion/Action Items:
   A. Consideration and possible action to recommend to full Commission the Department's Supplemental Budget Appropriation request in the amount of $538,905.00 from TANF Ranch funds.
4. Public Comments.
5. Other Business.
6. Adjournment

(if there are documents relating to above agenda items, they will be ready for public review August 16, 1999. Call the JPC office to make arrangements.)

August 16, 1999

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MINUTES OF AUGUST 19, 1999 FINANCE COMMITTEE MEETING

1. **Roll Call**
   The meeting was called to order at 9:05 am by Comm. Shimko. Comm. Julian was present. Comm. Jackson-Drake was excused. Chief Williams, Asst CPO Tucker, Sandy Brown-Richardson, Ed Lopatin, Donald Sanders were present for the Dept. Aimee Exnicios attended.
2. **Review Minutes of June 18, 1999 meeting**
   The minutes were accepted as written.
3. **Discussion/Action Items:**
   A. **Consideration and possible action to recommend to full Commission the Department's Supplemental Budget Appropriation request in the amount of $538,905.00 from TANF Ranch funds.**
   The Chief began by briefly explaining that this request includes portions of previous TANF ranch budgets (from '97 on), which were previously approved but not spent. He stated that the system and calendar for these funds has not been in sync with the other portion of TANF funding, so resulting in carry overs. He said that in the near future he hopes they will have solved this so each year's appropriations will be available and spent in those years allocated.
   Ed Lopatin noted some changes in the draft document. The emergency fire pump will be partially paid through the Juvenile Accountability Incentive Block Grant. TANF funds will be used for the construction costs.
   The other correction is that these funds for programs will cover the operations until the end of Dec. '99. Current programs' funding ended in June 99.
   Comm. Shimko asked what was the usual timeline for finding out how much money is available. SBR said usually by the end of Sept.
   Quest: Aftercare; is this program currently funded through the end of the this calendar year? No. just through June 99. This request will carry it through the end of Dec. 99, as is for the other programs.
   The amount of the contract? Chief Williams said that this represents a change in direction the Dept is taking on aftercare. It will be assigning additional dept staff to it, and will later do a contract with a community based provider for expanded services (they are in discussions now). This $60K is smaller than the $150K being used for Aftercare with SLUG. There have been issues with the provision of services under SLUG.
   The autos: 13 were requested from the Dept budget, 11 were approved. This duty was not being considered for those cars.
   Quest: hand held detectors? Is this in response to incidents occurring at LCR or just standard operating procedures. The Chief said that it wasn't in response to recent situations, but rather an overall heightening of alertness and security for the overall Dept operations.
   Urinalysis? Is substance abuse really that prevalent among detainees? Donald Sanders said that the majority of youth at Cabin are chronic abusers (daily usage) of marijuana and alcohol.
   There were no public comments. Comm. Julian moved to recommend this budget request to the full Commission. Comm. Shimko seconded. The motion passed.
4. **Public Comments.** none
5. **Other Business.** none
6. **Adjournment** The meeting was adjourned at 9:24 am.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF FINANCE COMMITTEE MEETING
of the San Francisco Juvenile Probation Commission

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Youth Guidance Center Resource Room #311
375 Woodside Ave
San Francisco, Ca 94127

4:30pm, Monday, November 15, 1999

AGENDA

1. Roll Call
2. Review Minutes of August 19, 1999 meeting
3. Discussion/Action Items:
   a. Discussion, consideration and possible action to recommend to full Commission, Department Supplemental Budget Appropriation request for TANF expenditures for FY 1999-2000.
4. Public Comments.
5. Other Business.
6. Adjournment

(if there are documents relating to above agenda items, they will be ready for public review Nov. 12, 1999. Call the JPC office to make arrangements.)

Nov. 4, 1999

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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5/99

MINUTES OF NOVEMBER 15, 1999 FINANCE COMMITTEE MEETING

1. *Roll Call*
   The meeting was called to order at 4:48 pm by Comm. Shimko. Comms. Julian, and Jackson-Drake were present. Asst. Chief Tucker, Sandy Brown-Richardson, Cheyenne Bell were present for the Dept.
2. *Review Minutes of August 19, 1999 meeting*
   The minutes were approved as written.
3. *Discussion/Action Items:*
   a. *Discussion, consideration and possible action to recommend to full Commission, Dept.'s Supplemental Budget Appropriation request for TANF* original *expenditures for FY 1999-2000.*
   Sandy Brown-Richardson began with a review of the summary sheet, showing the major re adjustments in the original TANF spending plan. She explained that due to re allocation of funds which included new personnel costs, the revised budget needed to be approved. This represents already appropriated funds for 1999-2000, the final amounts do not exceed previously approved amounts.
   There are 3 newly created positions (one each to work in: Community Programs division, Supplies/Accounting division, Admin/ROPP, as well as a reduction of 2 POs from the CARC program.
   There was a question regarding the funds given to the Beacon Ctrs, and why it is being done on that level. It was recalled that the topic was brought up at the Commission August retreat. The Committee asked that this issue be brought up at the next Commission meeting for clarification.
   There were a few items of contracted services from the Dept. of Public Health (personnel services) discussed. There was a question raised as to whether the pay scales offered by the Dept (City) were so low that it made it difficult to receive good services. Answer: if that is so in the city, it isn't in this case. The amounts are mutually negotiated. There are "court-set" reimbursement rates for psychiatric health services (according to Asst Chief Tucker). The services will be for 15 clients only. The level and extent of services was not spelled out. S. Brown-Richardson also mentioned an inclusion of $15K to training/conferences line item. (the 4 page report is available at the JPC office, or Director of Finance for the Dept)
   There were no other questions, or public comments. **Comm. Jackson-Drake moved to recommend approval to the full Commission. It was seconded and upon voice vote, passed unanimously.**
3. *Public Comments.*
   None
4. *Other Business.*
   None
5. *Adjournment*
   The meeting was adjourned at 5:17 pm.

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NOTICE OF FINANCE COMMITTEE MEETING
of the San Francisco Juvenile Probation Commission

Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, Ca 94127

5:30 pm. Wednesday, February 16, 2000

AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review Minutes of November 15, 1999 meeting
3. (ACTION) Discussion, consideration and possible action to recommend to full Commission, Dept.'s FY 2000-2001 operating budget.
   *** explanatory document: Dept FY 2000-2001 operating budget request.
4. (DISCUSSION) Public Comments.
5. (ACTION) Adjournment

*** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Feb. 14 . Please call the office to make arrangements.)

Feb. 8, 2000

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CITY AND COUNTY OF SAN FRANCISCO
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MINUTES OF FEBRUARY 16, 2000 FINANCE COMMITTEE MEETING

DRAFT

Held at YGC conference rm, 375 Woodside Ave, San Francisco.

1. **(ACTION) Roll Call**
The meeting was called to order at 5:51 pm by Comm. Shimko. Comm Julian was present at the gavel. Comm. Jackson-Drake arrived at 5:55 pm. CPO Williams, DCPO Tucker, Sandy Brown-Richardson, Ed Lopatin, were present for the Dept.

2. **(ACTION) Review Minutes of November 15, 1999 meeting**
Upon motion by Comm. Julian, seconded and carried, the minutes were approved as written.

3. **(ACTION) Discussion, consideration and possible action to recommend to full Commission, Dept.'s FY 2000-2001 operating budget.**
Sandy Brown-Richardson explained that this is a baseline budget, as requested by the Mayor's office, which gave them very little flexibility in re-allocating amounts between line items. There are basically changes (increases) in salaries due to step increases for various positions, with a few positions being re assigned from one division to another. Other than that there are requests for equipment.
It was noted that there were reductions as well as increases to contract amounts for work done for the Probation Dept. by other City depts. (eg. DPW, DTIS)
Comm. Jackson-Drake asked what the category of expenses for the Commission was. Answer: basically it is set aside to pay for Commissioner meetings stipends, expenses of holding the Commissions meeting offsite, Commission office needs (eg. computer equipment).
Comm. Jackson-Drake asked how the cost amounts for psychological evaluations are arrived at. Answer: historically it's been requested at this level and they never needed to increase it, but that may need to be considered in future budgets.
E. Lopatin explained the Juvenile Hall division budget. The largest issue for this division is keeping OT expense down. They have had a difficult time keeping an adequate On-Call list of counselors, but will be reducing its temp. salaries and shifting the amounts to offset OT costs. Training costs are also up due to the move toward ACA accreditation.
Chief Williams mentioned an example of rising staff costs from one detainee who needed direct, individual supervision 24/7, due to health issues. And there could be more in the future.
Lopatin reported that two pieces of heavy equipment (service vehicles) were being requested for LCR, to replace two very old items.
S. Brown-Richardson said that there were no changes in the Children's Baseline budget.
Comm. Shimko asked about enhancements (additional programmatic activities that were previously included in the budget).
Brown-Richardson reported that the Mayor's office is now expecting individual city depts to absorb all cost increases due to negotiated MOUs they have with all their unions. This was an expense previously taken care of by the general fund. That will not happen this time. That estimated cost is $550K for the Probation Dept. In view of this, and the Mayor's directive for a baseline budget, there are no enhancements included.
However, a budget for enhancements will be constructed and submitted around about March 9, prioritizing activities which are not part of baseline. Informally, the Mayor's Budget Office has indicated that such a budget proposal will be given consideration, with an eye to one time only (no re-curring) expenses.
Comm. Shimko asked about the impact of the increased costs from the MOUs. Brown-Richardson said that it will probably mean holding vacant a number of positions and using those funds to pay for whatever increases in personnel costs arising from MOUs. Result? Less staff, less opportunity to perform expanded services.

Comm. Jackson-Drake asked if the CBOs were given increases under the new budget. Answer: not on the same levels as before. There are some written in under TANF funding. Comm. Jackson-Drake asked if the Dept were fully computerized now. Answer: no. This is an issue being included in that one time expense request.

3. (DISCUSSION) Public Comments.
There were none.

5. (ACTION) Adjournment The meeting was adjourned at 6:32 pm.

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Juvenile Probation Commission

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MINUTES OF AUGUST 25, 2000 FINANCE COMMITTEE MEETING

Held at Youth Guidance Center 375 Woodside Ave.. San Francisco, CA 94127

1. **(ACTION) Roll Call**
   The meeting was called to order at 8:30am by the Chair, Comm. Jackson-Drake. Comm. Julian was present at the gavel. Comm. Hale arrived at 8:40am. CPO Williams, and Ed Lopatin represented the Department.
2. **(ACTION) Review of Finance Committee meeting minutes of February 16, 2000.**
   It was moved, 2nd and approved as written.
3. **(DISCUSSION) Report on the FY 2000-01 Department Budget. (Explanatory document: FY 00-01 Budget).**
   Chief Williams laid out how they wanted to deal with the budget discussion. First, a summary of the budget and what can be done with these amounts. Second, the challenges that will face the Department, also as a result of the final budget. Third, opportunities that are coming down the pike, which may be available to the Department.
   Ed Lopatin went over the summary sheet. New, significant budget increases come in computer equipment, and office furniture. $73K for computers, $31K for office furniture. $79K from MCJC will also bolster the computer system budget. Even with this, there is a shortfall in this area.
   $375K is for small capital projects in the Department –ongoing maintenance projects. The $5million is the city's portion of the Board Of Corrections monies for the new Juvenile Hall. $717K is from past TANF and current TANF monies available for usage.
   The baseline budget allows the Department to be flexible in dealing with changing expenditure demands. Eg. an additional counselor, hire a management assistant to work in the purchasing division.
   The budget analyst came through the Department to discuss various aspects of the Department's fiscal needs.
   Question: how is the Department doing by OT? Answer: for the past fiscal year, grossly overspent, but the exact amount hasn't been tallied by the controller's yet. There are extraordinary reasons for some of the OT. Some examples were given. Each staff has a "built in" OT expense, because when s/he is not able to fill his/her shift (due to vacation, illness, training, etc.) someone else needs to fill in. And if a casual on call cannot be found, OT results. This is not the same for many other Departments where a missing staff does not demand an immediate replacement.
   The Department estimates a need for about half a million in OT per year.
   Comm. Hale raised the idea of creating a certificate program at nearby universities that could provide a pool of potential counselors for the Department. He mentioned Comm. Julian's wife, who is an administrator at Cal State Hayward, who did a similar thing through her institution. Comm. Julian said that he will speak to her about this idea. Comm. Hale also mentioned Elizabeth Goldstein of the Rec. and Park Department, who uses many part time playground directors. Those may be potential candidates.
   Challenges:
   Chief Williams brought up the issue of costs involved in the relocation of services while the new facilities are being built in stages. There is no budget for this in the new fiscal yr budget, so the Department will have to be creative in finding ways to pay for this. There is also no budget for doing the investigations of staff misconduct/discipline. This has been carried out by the City Attorney's office, at less than their actual cost for performing the investigations. They are not going to continue doing so for less than full cost.
   Likewise, the cost of doing background checks for new hires is going to be a challenge on this budget. There are additional costs involved in duplication machines that have been accumulated over

the past 3 years. In the past 2 years, some TANF monies was available for use in covering some of these activities, but starting this year, there are none.
Opportunities:
The Repeat Offenders Prevention Project funding program will have additional monies this year, but the exact amount that this county may get is unknown. $116K is currently being used from the BOC grant program, with an additional half million coming from TANF funds. There is also AB 1913, for prevention programs statewide, but what might come to SF is unknown.
Chief Williams wanted to raise the question of creating a mechanism of developing unrestricted funds for the Department, either through a "friends of" type of organization, such as the Library or Rec and Park has, using the Volunteer Auxiliary, or YGCIC as a non profit umbrella for this. The committee said that it would take this under advisement for further discussion.
Comm. Jackson-Drake asked the Chief to get the more detailed document regarding this to the Commission Secretary to pass along to the Committee.
asked the Chief to get the more detailed document regarding this to the Commission Secretary to pass along to the Committee.
The Chief introduced Jane Kinsler, who is working with Ed Lopatin.

4. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
   There was none.
5. **(ACTION) Adjournment**
   The meeting was adjourned at 9:27am.

JUVENILE PROBATION COMMISSION
City and County of San Francisco
375 Woodside Avenue
San Francisco, CA 94127

City and County of San Francisco
Juvenile Probation Commission

NOTICE OF FINANCE COMMITTEE MEETING

To be held at Youth Guidance Center Community Resource Rm (#311)
375 Woodside Ave. San Francisco, CA 94127
8:00 am, Thursday, January 11, 2001

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AGENDA

1. **(ACTION) Roll Call**
2. **(ACTION) Review of Finance Committee meeting minutes of August 25, 2000.**
3. **(ACTION) Consideration and possible recommendation to full Commission, a renewal of contracts with the California Dept of the Youth Authority, for 1) emergency custody and 2) diagnostic treatment of SF. juvenile wards, not to exceed $10,000 for #1 and $250,000 for #2.**
   ** explanatory documents (contracts)
4. **(DISCUSSION) Report on the status of FY 2001-2 budget process.**
5. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
6. **(ACTION) Adjournment**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by January 9, or at the Commission meeting. Please call the office to make arrangements.)

NOTICE OF FACILITIES COMMITTEE MEETING

To be held at Youth Guidance Center Conference Rm
375 Woodside Ave San Francisco, Ca 94127

10:00 AM Friday, January 12, 2001

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AGENDA

1. **(ACTION) Roll Call**
2. **(ACTION) Review of Facilities Committee meeting minutes of July 13, 2000.**
3. **(DISCUSSION) Status of the FY 2001-2 Capital Improvement Budget process, and report on any current/emerging facilities issues. **explanatory document: draft capital improvement budget**
4. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
5. **(ACTION) Adjournment**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by January 9, or at the Commission meeting. Please call the office to make arrangements.)

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MINUTES OF JANUARY 11, 2001 FINANCE COMMITTEE MEETING

Held at Youth Guidance Center Community Resource Rm (#311)

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. **(ACTION) Roll Call**
   The meeting was called to order at 8:15am. by Comm Drake. Comm. Julian was present at the gavel. Comm. Hale was excused.
2. **(ACTION) Review of Finance Committee meeting minutes of August 25, 2000.**
   Comm. Drake cited a duplicated sentence on the last part of item 3. With that deletion, the minutes were approved.
3. **(ACTION) Consideration and possible recommendation to full Commission, a renewal of contracts with the California Dept of the Youth Authority, for 1) emergency custody and 2) diagnostic treatment of SF. juvenile wards, not to exceed $10,000 for #1 and $250,000 for #2.**
   Chief Williams reported that this contract is a normal part of the Dept's regular operations, and that last year CYA did not inform the Dept that it was due for renewal, so that we have been paying on a case by case basis. This year's contract is essentially a renewal of the 1999 contract, but with a significant increase for diagnostic treatment, due to rate increases by CYA and the increase numbers being referred to them.
   There was no public comment. Upon motion, and seconded, this was approved for full Commission vote.
4. **(DISCUSSION) Report on the status of FY 2001-2 budget process.**
   It was reported that the City was looking at a reduced tax base, so all departments were instructed to submit a baseline budget, with no new requests. In fact, they are asked to absorb a portion of the COLAs. Last year, this Dept. submitted both a baseline and "supplemental" budget and some items in the 'supplemental' were granted. We will do the same this year because there are additional costs generated by the Juvenile Hall project which are not covered by the grants for it. For sure, it may be more difficult in the future to ask for "more".
   The Dept. has held down workers' comp. so there is a surplus there in the present budget, but a deficit continues in salaries, because of OT. There are 8 vacant counselor positions, and an inadequate "on call" list of temporaries. The combination of counselor vacancies, and increased numbers of detainees in Juvenile Hall during the winter months leads to increased OT.
   Utility costs have increased, but Lopatin thinks the Mayor will absorb that for all departments.
   One revenue stream to this Dept. is in "4e" payments, which have increased over the years from 2.7 to about 3.2 million. The Mayor's office has indicated that they might allow departments to increase their baseline budgets by the same level of increases to their revenue lines.
   One new expense item is the construction of an internal division for investigations (background checks, violations by staff, etc.), which they hope will be paid for out of the Probation Officers' Bill of Rights.
   There will be additional OT for staff during transferring detainees from JH during reconstruction.
   Lopatin commented that there are many items which need updating in this Dept, but go wanting because we are passed over in favor of other depts. It might possibly be for the fact that we have not been in the public's crosshairs, we have not had any significant problems.
   There was a short discussion about loss of employees, upgrading of positions, and the lack of funds in the budget to pay for those positions.

Chief Williams mentioned a staffing analysis that National Juvenile Detention Association will do on the Hall (in Feb).
Comm. Jackson-Drake asked about the timeline for the budget. Lopatin said that the budget is due the end of Feb. They will come to the Committee again in early Feb., and to the full Commission at its Feb. 15 meeting, before sending it in.

5. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
There was none. Marybeth Wallace asked if there were any documents related to today's discussion. Answer: no. there will be in the follow up meetings.
6. **(ACTION) Adjournment**
The meeting was adjourned at 9 am.

9.4

City and County of San Francisco
Juvenile Probation Commission

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NOTICE OF FINANCE COMMITTEE MEETING

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To be held at Youth Guidance Center Conference Room
375 Woodside Ave. San Francisco, CA 94127
8:00 am, Friday, February 9, 2001

AGENDA

1. **(ACTION) Roll Call**
2. **(ACTION) Review and approval of Finance Committee meeting minutes of January 11, 2001.**
3. **(ACTION) Consideration and possible recommendation to full Commission, adoption of the FY 2001-02 Department Budget.**

** explanatory documents (FY 2001-02 budget)

4. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
6. **(ACTION) Adjournment**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Feb. ~~12~~ 6, or at the Commission meeting. Please call the office to make arrangements.)

February 2, 2001

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City and County of San Francisco
Juvenile Probation Commission

NOTICE OF FINANCE COMMITTEE MEETING

To be held at City Hall, Room 400
1 Dr. Carlton B Goodlett Place
San Francisco, CA 94102

4:30 pm, Wednesday, May 23, 2001

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23/01

AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review and approval of Finance Committee meeting minutes of Feb. 9, 2001.
3. (ACTION) Consideration and possible action on Finance Committee's recommendations on contracts for: a) Owens Information Systems in the amount of $174,000 for continuing work on the JJIS, and b) Government Computer Sales, Inc in the amount of $60,000 for equipment purchases. ** explanatory documents: resolution and copy of contracts.
4. (DISCUSSION) Status of the FY 2001-02 Budget process.
5. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by May 21, or at the Commission meeting. Please call the office to make arrangements.)

NOTICE OF MONTHLY MEETING
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
5:30 pm Wednesday, May 23, 2001

AGENDA

7. (ACTION) Roll Call
2. (ACTION) Review and approval of April 25, 2001meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for April '01
   a. Staff Commendations
   b. Status Report on Juvenile Hall Replacement Project .
   c. FY 2000-2001 and FY 2001-2002 Operating Budget Update
   d. Highlights from last Commission meeting to present.
   e. Trends/Emerging Issues/Upcoming Events

City and County of San Francisco
Juvenile Probation Commission

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The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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City and County of San Francisco
Juvenile Probation Commission

May 17, 2001

Friends,

In previously mailed/faxed notices of upcoming Juvenile Probation Commission meetings, there were omissions and changes.

The first change was in the time and date of the **Program Committee** meeting, originally slated for Tuesday May 22, it has been changed **to Monday May 21, at 2pm.**

The second change is an omission in the **Finance Committee** meeting of May 23. Please include:

Action: Consideration and possible recommendation to full Commission to continue a contract with the Performing Arts Workshop in the amount of $500,000 for work with the Robeson/Rivera Academy.

Similarly, this will add an action item to the **full Commission** meeting of the same day:

Action: Consideration and possible action on Finance Committee recommendation to continue a contract with the Performing Arts Workshop in the amount of $500,000 for work with the Robeson/Rivera Academy.

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MINUTES OF MAY 23, 2001 FINANCE COMMITTEE MEETING
held at City Hall, Room 400 1 Dr. Carlton B Goodlett Place San Francisco, CA 94102

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1. **(ACTION) Roll Call**
The meeting was called to order at 4:50pm by Comm. Jackson-Drake. Comms. Hale and Ricci were present at the gavel.

2. **(ACTION) Review and approval of Finance Committee meeting minutes of Feb. 9, 2001.**
Adopted.

3. **(ACTION) Consideration and possible action on Finance Committee's recommendations on contracts for: a) Owens Information Systems in the amount of $174,000 for continuing work on the JJIS, and b) Government Computer Sales, Inc in the amount of $60,000 for equipment purchases.**
Ed Lopatin explained that these were continuing contracts with the named vendors. Both were chosen as results of competitive bids. There was a question about the contracts having an October 1 beginning.
The other one is for Jack Owens Information System. DTIS has not been able to support the major application (JJIS) which was decentralized and brought in house several years ago. It still does not have the staff for programming purposes the Dept needs. The vendor provides system development and support for compiling the data desired. He has already been contracted for 2 yrs, and this would be the 3rd yr.
Ques: how does this system interface with PRIDE? Chief Williams said that ultimately what is developed in the PRIDE system needs to fit into the JJIS system, so the American Justice Institute has hired a person to work in S. Clayborn's office to make sure what is being put into PRIDE will be compatible with JJIS. This is the plan. They also plan to absorb the PRIDE costs into the JJIS allocation.
Ques: aren't they supposed to start July 1? Ans: yes, Ed will check into that and make adjustments.
It was moved, and 2nd to recommend the above named contracts to the full Commission. Motion passed.

4. **(ACTION) Consideration and possible recommendation to the full Commission to continue a contract with the Performing Arts Workshop in the amount of $500,000 for work with the Robeson/Rivera Academy.**
The Chief amended this action to be consideration of the amount up to a maximum of $500K. Nancy Yalon described the program as it is ongoing. There are 15 currently enrolled, and they have served 19 in the last 18 mos. They can take a maximum of 25. Comm. Hale asked about the cost effectiveness of the program (as raised by Supervisor Newsom), and if anyone has given the Supervisor a clarification of how the program works and why. Chief Williams said that they have been in contact with the Supervisor's staff, and have invited the Supervisor to visit the site.
It was moved, and 2nd to recommend the above named contract to the full Commission. Motion passed. 2-0.

5. **(DISCUSSION) Status of the FY 2001-02 Budget process.**
Given all that is happening on the City level, the Dept is doing well in the budget process. Certain cost increases are being absorbed by the Dept, but the Budget Director has allowed an identification of additional revenues, which will cover most of these increases.
There will be more computers available to POs (not one per), and a telecommunications system for LCR (for emergency use). There are additional considerations for the capital improvement budget to support the Juvenile Hall project. But one can never know what will happen when it gets to the Bd of Supes budget analyst (Harvey Rose).

Chief Williams referred to a "Peoples' Budget which asks for cuts of $690K from the Dept. budget to be given to the CARC.

6. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
   There was none.

7. **(ACTION) Adjournment**
   The meeting was adjourned at 5:32pm.

Juvenile Probation Department

August 23, 2001

NOTICE OF FINANCE COMMITTEE MEETING
Youth Guidance Center Conference Rm 311
375 Woodside Ave
San Francisco, 94127

9:30 AM Thursday, August 23, 2001

AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review and approval of Finance Committee meeting minutes of May 23, 2001.
3. (DISCUSSION) Review the current, approved fiscal 2001-2 Dept Budget. **Dept budget.
4. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the
Juvenile Probation Commission.
5. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by August 20, or at the Commission meeting. Please call the office to make arrangements.)

August 17, 2001

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MINUTES OF AUGUST 23, 2001 FINANCE COMMITTEE MEETING

Youth Guidance Center Conference Rm 311 375 Woodside Ave San Francisco, 94127

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. **(ACTION) Roll Call**
   At 9:45 am, Comm. Ricci was present. Comm. Hale was excused, Comm. Dupré was absent. There was no quorum, so the meeting was adjourned to informal discussion.
2. **(ACTION) Review and approval of Finance Committee meeting minutes of May 23, 2001.**
   No action taken.
3. **(DISCUSSION) Review the current, approved fiscal 2001-2 Dept Budget.**
   Ed Lopatin went through some of the issues in the new fiscal year, using the Phase D budget sheets.
   - Disparity in calculation of fringe cost (the City shows the Dept with a deficit, while the Dept shows a surplus –due to unfilled positions), so in the end the Dept lost about 50 cents on the dollar.
   - There is a slight surplus in the Dept's workers comp account.
   - There are other costs associated with the juvenile hall replacement which are not covered by current grants.
   - The juvenile hall OT has been cut by $44K. Severely under budgeted for this item.
   - There is a large increase in a work order to the City Attorney to do investigations for the Dept.
   - Additional costs from increased COLAs, energy, position upgrades.
   - The next budget round will start again around Nov.

   Comm. Ricci asked to be notified of any future meetings with the Mayor's Budget office, or the Controller, when budget issues come up. Lopatin said that he hopes to set up a list of 10 indicators to monitor throughout the year. It was suggested that the Dept do a quarterly review of the budget, with the Finance Committee.
4. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
   There was none.
5. **(ACTION) Adjournment**
   The meeting was adjourned at 9:50 am.

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City and County of San Francisco
Juvenile Probation Commission

NOTICE OF FINANCE COMMITTEE MEETING

Youth Guidance Center Conference Rm 311
375 Woodside Ave
San Francisco, Ca 94127

8:30 AM Wednesday, Nov. 14, 2001

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AGENDA

1. **(ACTION) Roll Call**
2. **(ACTION) Review and approval of Finance Committee meeting minutes of August 23, 2001.**
   Public comments
3. **(DISCUSSION) Budget and fiscal challenges facing the department and the City as a whole.**
   Public comments
4. **(DISCUSSION) Status of department's proposed budget reduction plan for Fiscal Year 2001-2002**
   Public comments
5. **(DISCUSSION) Expenditures for Fiscal Year 2001-2002, to date**
   Public comments
6. **(DISCUSSION) Budget schedule and assignments for Fiscal Year 2002-2003**
   Public comments
7. **(DISCUSSION) Dept's procurement process for supplies and equipment.**
   Public comments
8. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
9. **(ACTION) Adjournment**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Nov. 13, or at the Commission meeting. Please call the office to make arrangements.)

Nov. 8, 2001

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MINUTES OF NOV. 14, 2001 FINANCE COMMITTEE MEETING

Held at Youth Guidance Center Conference Rm. 375 Woodside Ave San Francisco, Ca 94127

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up.

1. ***(ACTION) Roll Call***
   The meeting was called to order by the Chair, at 8:40am Comms. Grossman, Hale, and Ricci were all present at the gavel. The Chief, Ed Lopatin, Mark Lui, Nicole Shaw-Owens represented the Dept. Bruce Fisher, Huckleberry Youth Services was present.
2. ***(ACTION) Review and approval of Finance Committee meeting minutes of August 23, 2001.***
   The minutes were approved as written. Comm. Grossman abstained, not being at that meeting.
   Public comments: None
3. ***(DISCUSSION) Budget and fiscal challenges facing the department and the City as a whole.***
   The discussion on items #3 through #6 were done as a whole so no comments will appear under each separate heading.
   The Chief gave the presentation to Ed to carry out, but first pointed out that the City's expected deficit for this fiscal year is currently $100 million and expected to be $150 million next year. A handout of materials relating to the presentation was passed out. He said that while the Dept has to reduce spending, they are not going to lose positions or reduce services.
   Ed reported that in their talks with the Mayor's office, there has been an accepted budget reduction plan, but no guarantees that there won't be additional cuts required later, depending on the changing situation in the City overall. He said that the city's current anticipated budget deficit is $100 million because they started out the year with about a $150 million surplus. Without that surplus, it would surely have been more.
   He said that the Dept was taking a "pro active" stance in this deficit situation by asking Depts to reduce their spending now, so that next year they may not start off with such a large deficit.
   Lopatin said that maybe 5 years ago, the Budget Director (of the Dept) didn't really collaborate with other staff in developing the budget, and division directors were not hands on and didn't really know what their budgets were about. Now the Dept gets a wider number of people involved in the budget so they can understand what it is about, be able to explain it, and make the best decisions on what should be in it.
   The more the Dept is "on top of" how it is spending and controlling it, the more likely the Mayor's will give consideration to what the Dept asks for.
   He referred to the handouts. Item #4 is a timeline for the upcoming FY budget planning activities.
   Points made, in no particular order:
   The Dept has already absorbed a COLA for this year (costing about $400K), and will be asked to absorb it again next year.
   Chief Williams said that the Dept asked the Mayor to allow them to charge those depts utilizing space here to pay a portion of the utilities costs. It wasn't allowed this fiscal year, but will again be raised for next yr.
   Work Ordered funds to other depts will now be tracked more closely to see how they are spending it and if they are spending it all. Eg. for this year, the Dept of Public Health was getting $65K for less than $65K worth of services, so there will be more control exercised over payments in the future.
   Comm. Grossman asked if these controls had ever been used before. Answer: no. Now they will be asking for quarterly reports on how the work ordered funds are used, and only when satisfactorily supplied will the Dept release the funds.
   Comm. Ricci asked if deadlines are given for such reports. Lopatin said that it is difficult to. Comm. Ricci said that it would be good to have such a schedule/deadline in writing so others know what to expect.

Mark Lui said that since July 1, other depts have to submit invoice for payment rather than getting the funds upfront. So, until such reports are approved, funds are not released now.
In the next budget process, the final submission to the Mayor's office is Feb. 28, 2002. Till then, the Commission can advocate for it to the Mayor's office.
The assignments for the development of the Dept budget will be named and given to the Committee.
Comm. Hale asked if the budget could be dealt with a portion at a time. He said the Commission should address the budget on the policy level.
Lopatin pointed out a chart showing the spending rate for the Dept has reduced significantly (much of it due to reduced OT).
The Dept will only have to reduce its budget by about half a million rather than the million initially feared.
Comm. Hale asked why certain figures reflected a 1/3rd of the year outlay, while others were less.
Essentially, some expense totals reflect actual outputs, and other categories have receivables that are not costed into the totals.
Some work ordered amounts are still outstanding as of 3-4 yrs (unused). This will be factored into the reduction plan.
There will be no computers in the budget for POs this year or next.
Comm. Ricci asked about the telephone project for LCR. Lopatin explained that the original estimate of $65K is now reduced, so we can do the same for less.
Comm. Grossman asked about the $70K for computers for POs. Lopatin said that the original projection for costs for computers was more than double this amount. Now we don't even have the half. This is the 3rd yr they have been proposed. Comm. Grossman felt that this was an essential element for the POs to do their jobs. Comm. Ricci asked how many computers this was supposed to buy. Answer: about 20. She asked for a list of specifications for the computers they were planning to buy. She asked Lopatin to give Don the specs.
Question: is there another way outside the 'regular' vendor to get these computers, if they could get it at a better price? Answer: there are ways. Also, donations could be accepted.
Public comments
Bruce Fisher, Director of Huckleberry Youth Services, Chair of the Human Services Network, spoke about the critical status of everyone, city and non profit, in the new fiscal landscape, and encouraged a greater dialog between the two sides, to try to come up with creative ways of continuing to exist and serve.
Currently there are contracts totaling $375 million dollars between the City and CBOs.
Comm. Hale asked how he thought CBOs could be brought to the table in greater cooperation. Fisher described a few examples being done by other depts. He said a dialog and explanation of the changing situation would be useful so CBOs could better plan their own operations.
Comm. Grossman said that the CBOs organizing and being able to advocate in a concerted way, not haphazardly, would be great. She expressed her appreciation of the CBOs' work.
Fisher said that the future survival of services may depend on greater public/private partnerships. Eg. CARC may return to the Dept, with continued support from Huckleberry. These budget issues will have to be dealt with (they are not now part of the mix).

4. ***(DISCUSSION) Status of department's proposed budget reduction plan for Fiscal Year 2001-2002***
   Public comments
5. ***(DISCUSSION) Expenditures for Fiscal Year 2001-2002, to date***
   Public comments
6. ***(DISCUSSION) Budget schedule and assignments for Fiscal Year 2002-2003***
   Public comments
7. ***(DISCUSSION) Dept's procurement process for supplies and equipment.***
   Comm. Grossman commented that they had asked for an explanation of the process that was followed to buy supplies (especially the personal hygiene items, in light of the complaints by LCR residents).

Nicole S-Owens said that there was an issue with security, and that it they had to run it through a test, it has to be approved by the Director based on what is practiced in other (off mike, not heard).
The Chief said he will be meeting with the student council each time he goes to LCR.
Comm. Ricci asked Lopatin to describe the process. Answer: it is a complex system of guidelines with respect to contract management and purchasing supplies, there are numerous city guidelines that they have to live with in selecting vendors. They are limited to vendors that can be used and types of supplies that can be bought. All staff have to master the city's financial management information system; including the Addpick system, which is the city's purchasing system. All transactions are reviewed by a variety of officials in the Controller's office and Mayor's, Purchasing Dept, DHR. Many of the contracts have to be approved by various depts at various levels. Nicole, purchasing manager, doing support in contracts management. Another vacant position will be filled in the spring, (Sr Management Asst) will support in that area. The largest commodity bought is food.
S-Owens said they attend food shows regularly to find out what others are doing.
Comm. Grossman asked if they do cost comparisons when they go looking for things. Answer: they are restricted by HRC requirement (eg. 12B compliance matters).
Comm. Ricci asked don't they normally send out a request for bids for whatever products they wanted, and then compare the responses for the best deal? Answer: yes, but if there's a citywide contract, then they are forced to use that.
Public comments
There was none.
Comm. Ricci asked to put the NCCD contract on the next Committee agenda.

8. ***(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***
The Chief revisited what he had requested of the Committee/Commission. 1) identify opportunities in the budget process for advocacy by the Committee/Commission, and to discuss the strategy to approach that. 2) look for alternative revenues 3) include in future finance briefings, briefing on pending legislation.
Comm. Grossman asked for a concise summary/synopsis of the budget issues that need advocating for, including all the possible questions that might be addressed to the Commission, and the answer to them.
Comm. Ricci agreed. Ed will produce a two-page summary.

9. ***(ACTION) Adjournment***
There being no further business, the meeting was adjourned at 10:47 am.

Minutes adopted January 14, 2002

39.4

City and County of San Francisco
Juvenile Probation Commission

4/02

NOTICE OF FINANCE COMMITTEE MEETING

To be held at City Hall rm 416
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5:00 PM Monday, January 14, 2002

AGENDA

1. **(ACTION) Roll Call**
2. **(ACTION) Review and approval of Finance Committee meeting minutes of Nov. 14, 2001.**
   Public comments
3. **(ACTION) Review and possible action to recommend Capital Improvement Budget**
   Public comments
4. **(DISCUSSION) Review of Mayor's/Controller's operating budget instructions for Fiscal Year 02-03 and an overview of the City's curent fiscal position**
5. Public comments
6. **(DISCUSSION) Summary of Fiscal Year 02-03 budget timetable, including setting a time for the Finance Committee to review the department's proposed budget (in early February). The discussion will include entire budget approval timetable through July 02.**
   Public comments
7. **Overview of Juvenile Probation Department process and timetable for assembling the budget**
   Public comments
8. **Discussion of budget issues, particularly with respect to cutbacks or reallocations**
   Public comments
9. **A review of current year (FY01-02) budget trends and issues.**
   Public comments
10. **(DISCUSSION) Review of NCCD contract modification approval procedures.**
    Public comments
11. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
12. **(ACTION) Adjournment**

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Jan. 8, 2002

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City and County of San Francisco
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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF JANUARY 14, 2002 FINANCE COMMITTEE MEETING

held at City Hall rm 416 1 Dr. Carlton B Goodlett Place San Francisco, CA 94102

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. ***(ACTION) Roll Call***
   The meeting was called to order by the Chair at 5:15 pm. Comm. Hale was present at the gavel. Comm. Grossman arrived at 5:20 pm. The CPO and Ed Lopatin represented the Dept.
2. ***(ACTION) Review and approval of Finance Committee meeting minutes of Nov. 14, 2001.***
   The minutes were approved as written.
   Public comments
   There was none.
3. ***(ACTION) Review and possible action to recommend Capital Improvement Budget to full Commission.***
   Ed Lopatin reviewed the fact that this is an annual activity, which had already been presented to the Facilities Committee. Each year, the Dept has gotten about the same amounts to take care of its facilities needs. This amounted to about $250K for the YGC complex, $60K for LCR, $20K for HVR. He further explained that the Dept is asked to submit a budget of approx. $750K each yr for the next five. The Dept has always had more needs and has submitted additionally a document that shows the extent of these needs, above the amount provided by the City. This has served the purpose of showing the City how much has been unattended to, and puts the requested budget into perspective for the Mayor's finance staff. Lopatin hopes that there will be funds above and beyond the $750K budget, that will come for continuing the JH replacement project, however the City's overall fiscal health will affect the ultimate amount.
   Comm. Hale commented that this is the first time the Capital Improvement budget has come before the finance committee and he supports that. He wondered how much use there was in advocacy, in the current setting of fiscal tightness. Lopatin said that it can help, an example being the support it has gotten for the new juvenile hall. Their attention to this needs to be kept fresh.
   There was no public comment.
   The Chair asked for a motion to recommend the budget to the full Commission. It was so moved and seconded, and upon voice vote, passed unanimously.
   Public comments None.
4. ***(DISCUSSION) Review of Mayor's/Controller's operating budget instructions for Fiscal Year 02-03 and an overview of the City's current fiscal position***
   E. Lopatin reviewed the document given to the Commissioners, highlighting the 5.5% average cost increase for all salary and fringe increases, which will fall on the shoulders of the Dept' a total of about $1.2 million. Last year this amount was about 2%. In the current situation the Dept will be concentrating on preserving what they have with less. There are two tiers of cuts (Level 1 and Level 2). The first level cuts will definitely take place. The Second level cuts will be tentatively identified, in prioritized form, but those will be held as potential additional cuts, if it were determined necessary. Internally, the Dept will be having meetings to produce a reduction plan. The division managers will be working together to come up with a coordinated plan and not one which just reflects individual division needs.
   There was a discussion regarding Commission meetings to deal with this. It was decided that Finance will meet Tuesday Feb. 12 at 2pm at YGC. The full Commission can meet on Feb. 19 at 5:30 pm for the vote.
   Public comments None
   The following items (#5 - #9) were presented in a total package and discussed as such.

5. ***(DISCUSSION) Summary of Fiscal Year 02-03 budget timetable, including setting a time for the Finance Committee to review the department's proposed budget (in early February). The discussion will include entire budget approval timetable through July 02.***
E. Lopatin reviewed the timeline for the submission of the budget. (document/timeline available from the Commission, or CPO).
Comm. Grossman asked if the Level 2 cut list might be accessed in a random/arbitrary manner, not following the priority set by the Dept. Answer: probably not.
Comm. Hale said it would be prudent to have a full discussion regarding policy direction. Eg. in the past the Commission has raised policy directives for the Dept regarding girls' issues. There needs to be a clear understanding of the potential impact budget cuts may have on those programs. How can the reductions be met while maintaining the priorities of the Dept.
The CPO said he was aware of this issue.
E. Lopatin said that after March 1, the budget is out of the Dept's hands and in the Mayor's hands.
After the 1/16 meeting at the Dept. a Level 1 and Level 2 cut lists will be drawn up. This will be ready for the Commission's review in the next Finance Committee meeting.
This new 'era' of budgeting will demand the Dept look into all aspects of how it budgeted before, which is a good thing. More and wider understanding among the Directors will result as to the entire Dept.'s operations and this should lead to a greater accountability among all.
Staff reductions: probably will be eliminating some open unfilled positions. TANF funds will be looked at as a revenue alternative. The difficulty is that if staff is given up, if the census increases in the future, demanding more staff, there is no guarantee that positions can be gotten back.
Comm. Hale mentioned his concern for the staffing levels in relationship to impact on policy directions.
E. Lopatin mentioned three programs that may be casualties in the new period.
Comm. Grossman took issue and strongly stated that the library program is an important one she would like to see preserved. She asked who would be the advocate for the library. The Chief said he was. He went on to say that the program was a jointly funded program with the City library. If they say they cannot continue funding it, does the Dept continue the library program at reduced levels, or cut something else to keep it at 100%. He said that he is acutely aware of the issue. The Commissioner reiterated that this is a very, very important program and expects that he will advocate for it.
Comm. Hale said that there will be passionate arguments about programs all around. He asked the Dept if there is any idea regarding future state funding through TANF or other state sources? Ans: no information.
Comm. Grossman said that it would not be prudent to assume that a reduced census will always be the reality. The CPO acknowledged this and that the census is already higher than in the previous month, so will move cautiously.
Public comments
Ntanya Lee, Coleman Advocates, asked if non general fund sources are potential targets for these cuts. The CPO said that all revenue sources were going to be considered. She said that it was a difficult sell to maintain staffing levels in the face of declining numbers, and urged the Dept to continue support for the JDAI, alternatives to detention, and the CBO contracts.
Comm. Hale recounted his past experience in taking kids to San Bruno jail to see the conditions first hand. He said the most glaring problem was overcrowding. He said that the choice of getting additional funds was to make the facility as demanded, or to let the money go and stay where we are now. He said he is confident that the Dept will strive to keep the numbers down, while making the facility one which serves the youth better.
Comm. Ricci added that the public needs to know that Juvenile Probation serves very needy youth who have multiple problems. But in order to do that it needs to be upgraded, so that even if more beds seems a negative thing, as part of a new facility and services, it is needed.
6. ***Overview of Juvenile Probation Department process and timetable for assembling the budget***
Public comments

7. ***Discussion of budget issues, particularly with respect to cutbacks or reallocations***
   Public comments
8. ***A review of current year (FY01-02) budget trends and issues.***
   E. Lopatin reviewed a chart showing the length of time consumed in this fiscal year, and the amount of the budget used in that time. He pointed out the column for salaries, which showed that the Dept was very much on the mark in spending for that period; with 44% of the fiscal year , and 44.6% of the budgeted salaries used (a .6% overspending). This is compensated by a surplus in fringe benefits funds.
   In the last quarter the Dept was overspending in materials and supplies, but after a half year, the amount has come in lower than budgeted.
   Public comments
   None
9. ***(DISCUSSION) Review of NCCD contract modification approval procedures.***
   The Chair tabled this item in order to give the Dept. adequate time to get documents together for the report. The Chief got clarification of what it was the Committee wanted to see on this item. (information asked: retrospective on how the contract was processed and what the approval procedures were during the active contract period). This will be presented at the March meeting.
   Public comments
   None
10. ***(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***
    There was none.
11. ***(ACTION) Adjournment***
    There being no further business, the meeting was adjourned at 6:56 pm.

89.4

12/02

City and County of San Francisco
Juvenile Probation Commission

NOTICE OF FINANCE COMMITTEE MEETING

To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

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2:00 PM Tuesday, February 12, 2002

AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review and approval of Finance Committee meeting minutes of January 14, 2002.
   Public comments
3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
4. (ACTION) Review and possible action to recommend FY 2002-3 Operating Budget to full Commission.
   Public comments
5. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Feb. 11, or at the Commission meeting. Please call the office to make arrangements.

Feb 5, 2002

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Juvenile Probation Commission

2/02
2/19/02

NOTICE OF FINANCE COMMITTEE MEETING
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2:00 PM Tuesday, February 12, 2002

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   Public comments
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** Explanatory d[illegible] other related materials received by th[illegible] from the Commission office by Feb. 11, or at the Commission meeting. Please call the office to make arrangements.

Meeting Postponed to Tuesday, February 19, 2pm, same location

Feb 5, 2002

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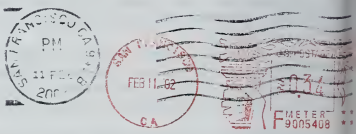

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City and County of San Francisco
Juvenile Probation Commission

MINUTES OF FEBRUARY 19, 2002 FINANCE COMMITTEE MEETING
held at Youth Guidance Center Conference Room 375 Woodside Ave San Francisco, CA 94127

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. **(ACTION) Roll Call**
   The meeting was called to order by the Chair, at 2:00 pm. Comm. Grossman was present at the gavel. Ed Lopatin, Juliet Gill, Nicole Shaw-Owens, Gwen Tucker were present for the Dept.
2. **(ACTION) Review and approval of Finance Committee meeting minutes of January 14, 2002.**
   The minutes were approved as written.
   Public comments None
3. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
   None
4. **(ACTION) Review and possible action to recommend FY 2002-3 Operating Budget to full Commission.**
   Public comments
   Ed Lopatin introduced his staff and thanked them for their hard work in preparing the documents. The Mayor's instruction to the Dept was to cut about 1.2 mil from the general fund baseline budget for next year. This was for an anticipated 175 mil citywide deficit. He reviewed the documents they passed out.
   The proposed dept baseline budget (the thickest doc) is the entire scope of the reductions (a 3 pg budget summaries and balancing cross-references this doc). The large doc will be referred to continually by the Mayor's office to see if the Dept is following its course.
   Comm. Grossman asked about line item (other current expenses: $591,510) Lopatin referred to p.21 and explained that now the work ordered contracts to other depts will be scrutinized closer so we know exactly how they are spending that money (whereas before it was just ordered over to them, without explanation).
   The bulk of the savings here will come from an amount previously set aside for the CYA.
   Staff: haven't cut staff supported by general funds in the level 1 cuts.
   The Dept will be using a larger attrition rate to apply to that reduction. The positions, which are vacant, will remain so (some longer than others) and that savings will help us reach the level 1 cut amounts. This is preferable to cutting positions from the budget and trying to get them back if economics improve.
   Lopatin spoke about certain increased costs due to new demands (shown on p. 3 of the summaries).
   The short conclusion is that next year's budget will contain essentially no fat and no flexibility, so all aspects of operations will be examined closely.
   The question was how items in level 2 cuts will be dealt with. Lopatin said that depending on the amounts that the Mayor says might need to be additionally cut (in Level 2) they will go down the list in order of priority set.
   He noted that the proposed cuts in CBO contracts are spread throughout the list so that they are not all arrived at in the same axing. And their are lower on the priority list so they may never be reached. Ques: will there be an opportunity to make the decision on how to do the cuts to the CBOs?
   Lopatin spoke about the process of the budget on a citywide basis, and said that there will be community hearings sponsored by either the Mayor's office or individual Bd of Supervisors from March on until the final budget is submitted to the Bd of Supervisors. This is probably the best stage wherein public concerns can be addressed. He also mentioned the newly created Budget Committee of the Bd (Chair: Maxwell).
   Lopatin also mentioned that on the level 2 cuts, where staff are concerned, many may be able to "bump" someone else due to seniority.

Comm. Grossman commended the Dept for their efforts to keep positions. She asked about the materials and supplies item. Lopatin said that it referred to expenses in YGC and not the replacement project.
She asked about the food costs (which are not broken down between JH and LCRS) and why it didn't appear to drop in light of the significant drop in population. Additionally, she asked about the library program and how the library was going to handle this. Lopatin said that the library was going to use its Prop J funds to fully fund this program. But if anything should happen and the library couldn't do it, the Dept will find some way to keep it.
The SLUG contract is being reduced because there will be a reduced need during the Juvenile Hall construction, and they will make do with less work.
Food costs: the Dept is now looking more closely at those costs: inventory control, menu planning. Lopatin said that they have never factored into the food costs a COLA. He said that food costs have gone up in the long term.
Comm. Ricci asked if the problem is in storage. N. Shaw Owens said there is a lack of storage space so they cannot order in the amounts they need to. She also mentioned the cost of living increase.
Comm. Ricci asked if there had been any analysis of the actual costs vs. what they might be if adequate storage space was available, and if there hadn't been, could it be done. Lopatin said it could be done. They could have the chefs come in and do a report to the Committee.
The Commissioner asked also about item (other materials/supplies) listed on p35 of the Baseline Budget. Lopatin said that this was a catch-all item, which covers things not included in other items.
Question: increase of $8k in travel? Answer: POs are required to do visits to youth in placement. Also, youth have a right to attend hearings regarding their status (necessitating bringing them back to SF).
Comm. Ricci inquired about the costs of travel arrangements. G. Tucker said they have a contract with a travel agent, but now they are looking at using a resource such as Travelocity. They need to find a way to get a credit card number to make a reservation on the net. This despite their contract with an existing agency that they are obligated to use. N Shaw Owens said they are trying to establish an account with Travelocity.
Public Comment: Henry Breen, of the Volunteer Auxiliary, was concerned with the reduction of support to SLUG, which might affect their ability to work with the Volunteer Auxiliary in their projected horticulture program there. G. Tucker said that the reduction will not affect SLUG's work at LCRS.
Breen said that his understanding is that there is no formal contract agreement between SLUG and the Dept to do work at LCRS. The project he is spearheading is a long-range project, and he wanted assurance that if they undertake it, there will always be someone (SLUG) to work with. N. Shaw-Owens said that there was a contract in place, this was echoed by L. Jackson-Simpson.
Breen said he couldn't get that from D. Sanders.
A Representative of the Youth Commission, Youth Justice Committee (Kamela), spoke and read a statement (copy available) into the record.
There was a clarification regarding counselor positions and how they are not the first line therapy for the youth in JH. SPY provides that.
Additionally, Comm. Grossman stated that as a Commission and Dept they were committed to reducing the numbers of incarcerated kids in the city; therefore they support things like the CARC, the Casey Initiative, etc.
Chief Williams explained the duties of counselors and stated that SPY had primary responsibility.
The speaker did encourage the Committee to consider holding future meetings at a time when youth could attend.
Nicole Derst, of the Youth Commission relayed comments from Ntanya Lee. One question was about the $175 K of TANF to offset general funds. Liz Jackson-Simpson said that some TANF programs had unused funds so they will be re allocated to support these other services/activities (eg. Ombudsman)
The other concern was that if cuts are made to CBOs, she hoped that there would be opportunity for input by the community on which.

Chief Williams said that he was willing to meet with them or anyone else to talk about issues regarding juvenile justice.
There was no further public comment.
Comm. Grossman moved to recommend the Dept budget to the full Commission. Comm. Ricci seconded. the motion passed 2-0.

5. **(ACTION) Adjournment**
There being no further business, the meeting was adjourned at 3:40pm.

MINUTES OF NOVEMBER 26, 2002 FINANCE COMMITTEE MEETING

held at Youth Guidance Center Conference Room 375 Woodside Ave San Francisco, CA 94127

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. (ACTION) Roll Call
   The meeting was called to order at 9:40 am, by the Chair. Comm. Bonilla was present at the gavel. Comm. Grossman was excused. The Chief, Mark Lui, and Juliet Gil presented the Dept.
2. (ACTION) Review and approval of Finance Committee meeting minutes of February 12, 2002.
   Action on the minutes was tabled until Comm. Grossman can be present.
   Public comments
   There was none.
3. (DISCUSSION) Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
   There was none.
4. (DISCUSSION) Close-out process for FY01-02.
   Mark Lui reviewed the process, as the Finance Committee did not meet before to be brought up to date on last year's closing.
   Basically it ended with a small surplus, the second year in a row that the Dept. has ended with a surplus. This time, though, the City allowed the Dept to carry over the surplus to this year's budget. This won't happen again. Some of the things which helped in obtaining this surplus was credit for energy costs, unspent funds ---eg. order for computers that never got filled, other purchase orders and special services contracts where the set aside monies were not spent. Some payables were not paid in that fiscal year but the next, so that resulted in less expenses.
   Public comments: There was none.
5. (DISCUSSION) Budget planning process for FY02-03
   The year's planning included two levels of cutbacks. First was a 5.5% cut to the budget, with a 10% contingency cut plan. The City was ultimately able to approve its overall budget when the unions (with the exception of 790) accepted a freeze on raises, and a one year payment for employee portion retirement (which the City normally takes up 100% for vested employees). The Dept had to cut back additional $282K in positions. In the review by Harvey Rose, additional cuts were made, including the Asst. Dir. at LCRS. and $170K in OT and fringe benefits for JH.
   Title IV(e) revenues were set at $3.6M, but this was $400K more than last year, and that amount was credited in a reserve fund. If it does not actually materialize, that would be taken back by the City and the Dept would be that much more in deficit.
   The Dept has been able to fill 6 positions in JH. There are currently 20-30 out on workers comp. There is one who has been out for 2 yrs. When someone is out on workers comp. they are on full salary and benefits, in addition to the medical costs.
   There was a problem initially with the workers comp. administrative body (Cambridge) which led to some laxity in resolving workers comp claims. But this has improved with the direction of the City's workers' comp. director (Minh Vu).
   Contract processing procedures are being reviewed. The Dept has a longstanding need for updated and reliable vehicles. Now the City uses a lease/purchase procedure, which spreads the costs over 3 yrs, rather than outright purchase.

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There is essentially no money for furniture (getting ergonomically compliant). Comm. Ricci asked for a breakdown of how many desks/chairs etc. are being sought. M. Lui said he'd get a list to her. But an estimate was for 13 staff.
Comm. Ricci also asked for information on the configuration of computers the Dept is in need of.
The TANF spending plan isn't going to change. There is administrative monies to cover that plan. Four of the original six programs under the local action plan are still operative. Much of the funding for those have been taken over by local sources. Challenge I funding ended, and AB 1913 funds were used to continue much of the programs begun with Challenge I funds. In Dec. the Juvenile Justice Coordinating Council will meet to discuss the upcoming yr's priorities.
TANF is about $3.2 mil.. and there's $350K of TANF for the Ranch.
$350K of AB 1913 funds pays for girls services, $260K for home based detention services, the rest for Performing Arts Workshop.
Proposition J—through MOCYF) ($194K) pays for about 6 different programs (Parenting program, Street Law, SLUG landscaping for the Dept were mentioned).
Public comments
There was none.

6. (DISCUSSION) Planning for the FY03-04 fiscal year.
M. Lui referred to the budget instructions given to the Dept. just last week, from the Mayor's office. They are asking for a 3% reduction immediately for the remainder of this fiscal year. Of this, the amount of $164K in capital improvement money not spent was allowed to be used in reducing the cut to $511K .
So, this 3% cut will be carried into the new fiscal year budget, along with the burden of any COLAs the Dept will have to pay. This will demand another 5% reduction in order to handle the expenses.
There may also be another 5% cut asked as a contingency, if the City's economic outlook doesn't improve.
With all this, the Dept will have reduced its budget over the past two years, of 25%.
This year's budget will be compressed a month, giving the Dept only until the end of Jan. 03 to submit their budget to the Mayor's office.
M. Lui commented that all labor contracts are up for re negotiation next year, and the target date for approving them is April 1, 03.
Title IV(e) funds pay for 2/3 of the salaries of all POs who work on foster care cases. If POs were cut, this revenue would be lost. Prop D, Children's Baseline funds, requires a certain minimum amount be given to children's services each year from the general fund. However, the City has been spending some $7 mil. over that amount, but now with the new budget problems, this may be reduced closer to the minimum levels.
The Juvenile Justice Advisory Committee (created by the Bd of Supervisors) will be hearing from Gabe Cabrera regarding the Dept's situation and be advising the Bd of Supervisors during the budget process.
Impact on the Dept from budget cuts:
Administration: there's a big delay in bill paying ability. There are more errors and chances for overpaying and/or double paying invoices. We will have problems in obtaining materials and supplies because vendors will not respond to us in a timely manner. Their costs will be higher, due to the inability to shop around and get the best deals. Will not have financial reporting and monitoring control to manage the budgets better.
Contract compliance has also been reduced. Compliance requirements are increasing, and we cannot meet them due to reduced staffing. There is an increase in staff absenteeism, due to increased load on the staff.
Staff morale is also low.
There may be reductions in direct service programs. The performance measures set by the City, for each division and the Dept as a whole, will be more challenging to meet.
The Chief said that the Finance Division has been working overtime, weekends till 10pm trying to get this budget together.
The impact of the State's budget on the City's budget has yet to be revealed.
Comm. Bonilla asked if mechanisms to maximize potential staff were being investigated (using volunteer interns to fill openings in wait for hiring availability). Yes.

The Chief said that Dec. 9 is the deadline for submitting the proposed 3% reduction for the current fiscal year.
Quest: how many staff in Finance Division. 12, but 4 are vacant.
Public comments
There was none.

7. (ACTION) Adjournment
There being no further business, the meeting was adjourned at 10:40 am.

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